**Exams Requiring Special Preparation**

**Slide 1 — Exams Requiring Special Preparation**

Hello and welcome.

Thank you for joining this session of the AP Coordinator Tutorial for 2015-2016.

These tutorials provide assistance to both new and experienced Coordinators.

If you are a new Coordinator: First of all, welcome aboard. These tutorials provide an outline of your new role and responsibilities.

For experienced Coordinators, these tutorials provide the same outline.

They also feature annual updates as well as some advanced ideas to improve efficiency and accuracy.

Thank you again for joining us. Let’s get started.

**Slide 2 — French, German, Italian, and Spanish**

For these exams, equipment is required for each testing location.

One CD player is needed to play the master listening, writing, and speaking CD’s.

In addition, these exams require each student to record responses.

The student recording can be done in a variety of ways: Cassette tape, handheld digital recorder, or on computer.

When recording digitally, the device or computer must record in MP3 format.

The Spanish Literature exam also requires a CD player. However, there is no student recording for this exam.

**Slide 3 — French, German, Italian, and Spanish**

More information about ordering and administering these exams is available in the *AP Coordinator’s Manual*.

Coordinators and proctors should review the specific directions in advance of the actual exam.

**Slide 4 — Chinese and Japanese Exams on CD**

The AP Chinese and Japanese exams are delivered on computer, via CD.

A computer and headset with built-in microphone is needed for each student.

An important note is that Microsoft Windows 2000, XP, and Windows Vista are not supported for 2016.

Another technical note is that ZoomText is not supported in Windows 8.0 or 8.1.

Windows 7 must be used on any testing computers designated for screen magnification accommodations.

More information about administering these exams is available in the *AP Coordinator’s Manual*.

Recruiting tech support to assist with all the details is recommended.

**Slide 5 — Music Theory**

The AP Music Theory exam has two sections.

The written part of the exam is administered to students simultaneously.

The sight-singing part must be administered to one student at a time, in isolation.

A CD player is required in each testing and recording location.

In addition, recording equipment, such as a tape recorder, a handheld digital recorder, or a computer, is also required.

The sight-singing portion must be done individually.

When testing larger numbers of students, the Coordinator can set up multiple separate recording locations.

This allows the school to recording multiple students *individually* at the same time.

This reduces the overall length of the exam session.

Each sight-singing location must have its own CD player, recording equipment, and proctor.

CDs are also needed to play at the different locations, simultaneously.

Be sure to order the proper amount of CDs when ordering exams.

**Slide 6 — AP Studio Art Portfolios**

The AP Studio Art portfolios have two components.

The digital component consists of images uploaded by students.

The physical component consists of the quality section for Drawing and 2-D Design.

These are works that are assembled and mailed to AP in large portfolio envelopes.

The 3-D portfolio is submitted entirely online.

AP Studio Art requires a computer with internet access and a digital camera.

**Slide 7 — AP Studio Art Portfolios**

May 6, 2016, is the last day for Coordinators to submit all digital portfolios.

This is done online via the specific Studio Art submission website.

It is advisable to have students submit portfolios to their teachers in advance of this date.

Teachers should, in turn, also submit portfolios to Coordinators in advance of this date.

Coordinators cannot submit portfolios to AP until they are forwarded by the teacher.

May 6 is also the last day for Coordinators and students to perform the physical portfolio assembly.

**Slide 8 — Exams for Students with Disabilities**

Students with documented disabilities may be eligible for accommodations on AP Exams.

To use exam accommodations students must receive prior approval from Services for Students with Disabilities (SSD).

Most often, a school’s SSD Coordinator submits requests online.

However, students or parents may submit a request directly to SSD.

Only one request should be completed for each student.

This is regardless of how many College Board exams that student takes.

In many cases, additional documentation must be provided.

Requests must be received and determined complete by February 19, 2016.

**Slide 9 — Ordering Exams for Students with Disabilities**

AP Coordinators work closely with the SSD Coordinator to ensure all eligible students test with approved accommodations.

Using the SSD Online system, the SSD Coordinator generates a roster of approved students.

Students may require exams in nonstandard formats such as Braille or large type.

Most nonstandard-format exams are ordered online.

**Slide 10 — Completing SSD Paperwork – Non-Standard Administration Reports (or NARs)**

Before the exams, the SSD Coordinator goes online to generate and print a Nonstandard Administration Report.

This is done for *each* student for *each* AP Exam.

The SSD Coordinator enters the timing information for students approved for nonstandard timing.

The NAR is then given to the AP Coordinator who provides some additional information.

Then finally, on exam day, the proctor completes the actual timing record for each student.

**Slide 11 — Returning SSD Exam Materials**

The AP Coordinator returns the NARs in the NAR Return Envelope.

Regular-format exams taken by students with approved accommodations are returned in the same envelope.

Braille or large-type exams are returned separately from the regular-format exam materials.

Make a copy of the completed NARs before sending them in.

However, do not make copies of the exam materials or answer sheets.

If a complete NAR is not submitted, the student’s exam score will be placed on hold.

**Slide 12 — End of “Exams Requiring Special Preparation”**

Thank you for viewing this session of the AP Coordinator Tutorial.

For more information about the AP Program and AP Coordinators, please visit the other tutorial sessions.

As an AP Coordinator, please make it your goal to provide a great testing environment for your students. Strive to give your students the best opportunity to maximize their academic abilities.

Know that the work you do behind the scenes does make a positive difference.

Thank you so much for your support of the AP Program, and best of luck to you this school year!