**Getting Started**

**Slide 1 — Getting Started**

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 will serve to 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 — Participation Materials**

In the fall, each school receives its annual AP Participation Mailing.

This includes the AP Participation Form and AP Participation Survey.

These must be returned by November 15.

The mailing is addressed to the Principal, not the AP Coordinator.

The Participation Form registers your school each year to host AP exams.

Hosting AP exams the previous year does not automatically qualify a school to do so again.

A completed Participation Form is required each year.

**Slide 3 — After Returning Participation Materials**

In late fall, Coordinators receive the *AP Coordinator’s Manual*.

Schools also receive the *Bulletin for AP Students and Parents*.

Then, in January, Coordinators receive an access code for ordering AP Exams online.

This comes via email so be sure to save this particular email in a safe place.

**Slide 4 — AP Course Audit**

The Course Audit provides teachers and administrators with guidelines on curriculum and resource requirements for AP courses.

This helps ensure AP courses are being taught at the college level.

AP Coordinators are not required to handle the Course Audit, but many do.

Other times this is handled by a Dean of Studies, Assistant Principal, or someone in administration.

New Coordinators should determine if this role is expected of them or not.

**Slide 5 — AP Course Audit Process**

Most authorized courses are simply renewed annually through the Course Audit.

New courses must have an approved syllabus and Course Audit form.

These are submitted by both the teacher and a school administrator.

Only AP courses offered during the current school year should be renewed.

January 31 is the final deadline for AP courses for this school year.

**Slide 6 — Getting Started**

One of the first items Coordinators need to get started is the 2016 AP Exam Calendar.

This is available online and on the back cover of the *AP Coordinator’s Manual*.

Another important item is the AP Coordinator Planning Calendar.

The Planning Calendar provides a checklist of tasks for Coordinators to consider.

It also provides a general timeline of when the tasks should likely be completed.

Experienced Coordinators may have already created their own customized checklist. This is a great idea.

Many of the tasks are only done once per year.

As a result, it’s easy to forget *how* to do certain things, and *when* to do them, unless you’ve created your own checklist.

**Slide 7** **— 2016 AP Exam Calendar**

Here is a look at the actual 2016 AP Exam calendar.

When publishing the schedule at your school, do not retype and distribute your own version.

Doing so could introduce errors.

There are several small changes in the schedule from last year.

Several exams moved one or two days forward or backward. This impacts the actual number of teaching days for these courses.

**Slide 8** **— 2016 AP Exam Fees**

To begin, there is no fee required for school participation.

An important note is that the exam fee for the U.S., U.S. Territories, and Canada is now $92 per exam.

This reflects an increase of $1 per exam.

The international exam fee has also changed and is now $122 per exam.

The $15 fee for unused exams remains the same as last year.

The per-exam rebate that schools retain did not change. That is still $9 per exam.

**Slide 9 — Alternate Exams for Late Testing**

Fees for certain types of late-testing did not change.

They remain at $45 per exam.

**Slide 10 — Late Fees**

Fees for Late Orders, Late Exam Returns, and Late Payments remain the same as well.

**Slide 11 — Reports and Reporting Services for Students**

Fees for Reports and Reporting Services for Students did not change.

They all remain the same as last year.

**Slide 12 — Fee Reductions**

The College Board provides a fee reduction of $30 per exams for students with financial need.

Schools do not keep the $9 per exam rebate for these students.

This results in a cost of $53 per exam.

Many states use federal and/or state funds to supplement the College Board fee reduction.

Information on this will be posted on The College Board website when available.

**Slide 13 — Fee Reductions**

For 2016 AP Exams, the College Board has different eligibility criteria for AP Exam fee reductions.

This depends on participation in the Community Eligibility Provision.

The Community Eligibility Provision is a program for schools and districts with high percentages of low-income students.

It provides free breakfast and lunch to all students.

More specific information is found on The College Board website and in the *AP Coordinator’s Manual*.

**Slide 14 — Fee Reductions**

Before placing an exam order, Coordinators should determine how many AP students qualify for fee reductions.

The Coordinator also needs to know how many AP exams these students are taking.

This expedites the ordering process.

**Slide 15 — Gathering Student Information**

The Coordinator can work with AP teachers to determine the number of exams needed for each subject.

Schools may also have different registration procedures that do not include AP teachers.

Be sure deadlines for ordering AP Exams are clearly communicated to students, parents, and teachers.

A good practice is to publicize a deadline well in advance of the actual date the Coordinator intends to order.

This gives Coordinators a few days to get everything organized.

It also allows for any late registrations to come in.

Some schools collect a $15 non-refundable deposit from students before ordering the exams.

That way, if a student decides *not* to take the exam, the money already covers the unused exam fee.

And finally, provide students with a receipt for collected fees.

The receipt should include the number of exams and the specific exams ordered.

**Slide 16 — Tracking Student Registration and Fees**

Coordinators need to create a spreadsheet or database for AP Exam registration tracking.

Experienced Coordinators probably have one already.

New Coordinators can use the one The College Board provides online, or you may choose to create own customized version.

This spreadsheet is for school use only.

**Slide 17 — Arranging Off-Site Testing**

Most AP exams are hosted on campus.

However, some schools test off-site in community centers, church halls, hotels, public libraries, or local colleges.

Off-site testing helps accommodate large groups testing at the same time.

As a reminder, AP exams cannot be stored off-site.

Exams must be stored at the school in a secure area.

In addition, used and unused exams cannot be stored in a vehicle or at home.

Exams must be returned to the secure storage area at the school both before and after testing.

**Slide 18** **— Master Schedule**

Coordinators will also create a Master Schedule.

This is a file containing all of the AP exam information listed on this slide, and potentially more.

There is a template available to use, but many Coordinators create their own version.

Again, this is for school use only, so feel free to make a version that works for you.

The Master Schedule should include a summary page.

The summary page contains top-line information such as Exam, Room, Number of Students, and Proctor Names.

Coordinators also need student rosters for each exam session.

**Slide 19 — End of “Getting Started”**

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 top-notch testing environment 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!