AP Coordinator’s Fall Webinar

November 1, 2018
Janet Swandol, K-12 Senior Director
The College Board
jfswendol@collegeboard.org
Agenda

- Getting Started: The Basics
- What’s New?
- Janet’s Top Online Resources
- What’s Coming: AP2019
AP Coordinators

To avoid any conflict of interest, the AP coordinator cannot:

• be the AP coordinator in the year they are an AP teacher.
• be the AP coordinator in the year an immediate family or household member may be taking an AP Exam at the school where the AP coordinator works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
• be employed part or full time at a test preparation company.
• participate in any coaching activity that addresses the content of secure College Board tests.
• proctor an AP Exam in a subject area they currently teach or have taught.
New 2018-19 Coordinators

• Write a letter on school letterhead signed by the school principal indicating you are the new coordinator
• Include the name, phone number, and email address for the new AP coordinator and send the letter via email to AP Services for Educators.
• After AP Services for Educators has been notified of a coordinator change, the contact information in the AP Exam Ordering website will be updated.
Participation Materials

In late September or early October, each school receives its yearly AP Participation Mailing, including:

- AP Participation Form (shown)
  - Signed by principal and AP coordinator
  - Serves as agreement to follow exam administration policies outlined in the AP Coordinator’s Manual
- AP Participation Survey
- Return everything by November 15.

Mailing also includes the AP Program Guide.
Filling Out the Participation Form

Provide Exam Information:

• **Important**: Indicate whether exams will be ordered by and administered at your school or another school.
• Indicate the number of copies of the *Bulletin for AP Students and Parents* needed. The *Bulletin* is available online in Spanish.

Enter Required Contact Information:

• AP coordinator’s name and **email address** (if you have an existing Educator Professional Login account, enter the same email address) to be used for most future communications, including distribution of access codes for the exam ordering website
• If applicable, the name and email address of an additional authorized staff person, who will be authorized to conduct any necessary transactions on behalf of the AP coordinator
• Your principal’s email address
Filling Out the Participation Form

• **Confirm AP Course Audit Information:**
  – Schools offering AP courses in 2018-19 must review and initial a series of statements about AP Course Audit participation.

• **Agree to AP Participation Policies:**
  – The principal and AP coordinator must attest to meeting exam administration requirements by initialing each statement in this section and then signing the bottom.
After Returning Participation Materials

- You’ll receive a confirmation email.

- Starting in late fall, you’ll receive shipments of informational materials:
  - AP Coordinator’s Manual
  - Copies of the Bulletin for AP Students and Parents for distribution to students who will take AP Exams

- In January, you’ll receive an email with an access code for ordering AP Exams online.
2018-19 Coordinator Planning Guide

This calendar was designed by AP coordinators to help you plan your school’s AP Exam administrations. Refer to the 2019 Exam Ordering Deadlines table on page 19 to aid your planning.

<table>
<thead>
<tr>
<th>September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline 9/15: Last day for schools to order 2018 free-response booklets for available forms.</td>
</tr>
<tr>
<td>AP Studio Art Portfolio Requirements are mailed to the attention of AP Studio Art teachers.</td>
</tr>
<tr>
<td>Annual AP participation materials are mailed to schools to the attention of the principal.</td>
</tr>
<tr>
<td>Hold discussions with teachers and departments to build consensus on how to prepare students for AP courses and exams.</td>
</tr>
<tr>
<td>Schedule an AP information session for students and parents. Download a PowerPoint presentation from collegeboard.org/shareap.</td>
</tr>
<tr>
<td>Print or make copies of the 2019 AP Exam schedule and distribute it to teachers and administrators.</td>
</tr>
<tr>
<td>Confirm the 2019 AP administration dates are noted on the school calendar.</td>
</tr>
<tr>
<td>Visit collegeboard.org/apcoordinator for updated information and resources.</td>
</tr>
<tr>
<td>Register for a free AP Coordinator Workshop through AP Central.</td>
</tr>
<tr>
<td>Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator, where you can connect with colleagues, share resources, and discover and exchange ideas. Visit apcommunity.collegeboard.org/web/apcoordinators.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1, for AP Capstones: Deadline for teachers to complete the AP Course Audit form and submit a course syllabus for Research and Seminar. Principals (or designated administrators) must approve the Course Audit form before this date.</td>
</tr>
<tr>
<td>10/18: Preferred date by which administration should renew previously authorized courses.</td>
</tr>
<tr>
<td>Meet with the SSD coordinator to discuss the eligibility process and applicable AP students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools.</td>
</tr>
<tr>
<td>Deadline 11/15: AP participation materials are due: Participation Form and AP Survey. (Don’t forget to indicate how many copies of the 2018-19 Bulletin for AP Students and Parents you’ll need.)</td>
</tr>
<tr>
<td>For planning purposes, compile an initial list of AP Exams that the school intends to administer.</td>
</tr>
<tr>
<td>Estimate the probable numbers of exam takers. Include exams for homeschooled students and students from other schools.</td>
</tr>
<tr>
<td>Outline your school’s procedures and schedule the student registration process for ordering exams.</td>
</tr>
<tr>
<td>Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., $15 to cover the unused exam fee), collect it.</td>
</tr>
<tr>
<td>Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).</td>
</tr>
<tr>
<td>AP Course Ledger of authorized 2018-19 AP courses is available online.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Potential™ becomes available. Principals and AP coordinators receive access codes, which are also available in the K12 score reporting portal. Visit appotential.collegeboard.org.</td>
</tr>
<tr>
<td>Schools that returned their participation materials will receive copies of the 2018-19 Bulletin for AP Students and Parents and the 2018-19 AP Coordinator’s Manual in separate shipments.</td>
</tr>
<tr>
<td>Carefully read the 2018-19 AP Coordinator’s Manual, making note of AP Program changes and items that will need follow-up.</td>
</tr>
<tr>
<td>Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit collegeboard.org/apdownloads for a template.)</td>
</tr>
<tr>
<td>Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin negotiations for securing facilities away from the school.</td>
</tr>
<tr>
<td>Create a spreadsheet for tracking exam registrations and fees. (Visit collegeboard.org/apdownloads for a template.)</td>
</tr>
<tr>
<td>Distribute the 2018-19 Bulletin for AP Students and Parents to all AP students and encourage them to read it, as students agree to the terms therein on exam day. Encourage students to share the bulletin with their parents.</td>
</tr>
<tr>
<td>Identify and generate a list of students who are eligible for College Board fee reductions.</td>
</tr>
<tr>
<td>View the AP Coordinator Tutorial videos for an overview of your responsibilities before, during, and after the AP Exam Administration. Visit collegeboard.org/apcoordinatortutorial.</td>
</tr>
</tbody>
</table>
2019 AP Exam Dates

Week 1

View the schedule online: collegeboard.org/apexamdates
# 2019 AP Exam Dates

## Week 2

View the schedule online: [collegeboard.org/apexamdates](http://collegeboard.org/apexamdates)

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 p.m.</th>
<th>Afternoon 2 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 13</td>
<td>Biology</td>
<td>Physics C: Mechanics</td>
<td>Physics C: Electricity and Magnetism</td>
</tr>
<tr>
<td>Tuesday, May 14</td>
<td>Calculus AB</td>
<td>Art History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calculus BC</td>
<td>Human Geography</td>
<td></td>
</tr>
<tr>
<td>Wednesday, May 15</td>
<td>English Language and Composition</td>
<td>Italian Language and Culture Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>Thursday, May 16</td>
<td>Comparative Government and Politics</td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, May 17</td>
<td>Microeconomics</td>
<td>Computer Science A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music Theory</td>
<td>Latin</td>
<td></td>
</tr>
</tbody>
</table>
## 2019 Late Testing Schedule

<table>
<thead>
<tr>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, May 22</strong></td>
<td></td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>Art History</td>
</tr>
<tr>
<td>European History</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Computer Science A</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>Japanese Language and Culture</td>
</tr>
<tr>
<td>Psychology</td>
<td>Music Theory</td>
</tr>
<tr>
<td>Statistics</td>
<td>Physics C: Electricity and Magnetism</td>
</tr>
<tr>
<td><strong>Thursday, May 23</strong></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Chinese Language and Culture</td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>French Language and Culture</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Italian Language and Culture</td>
</tr>
<tr>
<td>Physics 1: Algebra-Based</td>
<td>Latin</td>
</tr>
<tr>
<td>United States History</td>
<td>Physics 2: Algebra-Based</td>
</tr>
<tr>
<td>World History</td>
<td></td>
</tr>
<tr>
<td><strong>Friday, May 24</strong></td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Comparative Government and Politics</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>German Language and Culture</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Human Geography Seminar</td>
<td>Spanish Language and Culture</td>
</tr>
<tr>
<td>United States Government and Politics</td>
<td>Spanish Literature and Culture</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Late-Testing Policy

<table>
<thead>
<tr>
<th>No Additional Fee Incurred</th>
<th>Additional Fee Incurred: $45 per exam*</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Academic contest/event*</td>
<td>• Conflict with non-AP, non-IB, or non-Cambridge exam</td>
</tr>
<tr>
<td>• Athletic contest/event*                                                                 ̊  • Family/personal commitment</td>
<td></td>
</tr>
<tr>
<td>• Conflict with IB or Cambridge exam                                                      • Ordering error</td>
<td></td>
</tr>
<tr>
<td>• Conflict with nationally, province-, or state-mandated test                            • Other school event</td>
<td></td>
</tr>
<tr>
<td>• Disabilities accommodation issues                                                      • School closing (local decision, non-emergency)</td>
<td></td>
</tr>
<tr>
<td>• Emergency: bomb scare or fire alarm                                                     * Students who qualify for College Board Fee Reductions will not incur the</td>
<td></td>
</tr>
<tr>
<td>• Emergency: serious injury, illness, or family tragedy                                  $45 charge if alternate testing is required for one of these reasons.</td>
<td></td>
</tr>
<tr>
<td>• High school graduation*                                                                • Should you have an exceptional circumstance not covered in the list, contact AP</td>
<td></td>
</tr>
<tr>
<td>• Language lab scheduling conflict                                                       Services for Educators at 212-632-1781 or 877-274-6474</td>
<td></td>
</tr>
<tr>
<td>• Religious holiday/observance                                                           • Two AP Exams on the same date and time</td>
<td></td>
</tr>
<tr>
<td>• School closing: election, national holiday, or natural disaster                         *Added for 2018-19</td>
<td></td>
</tr>
<tr>
<td>• Strike/labor conflict                                                                  • Student court appearance</td>
<td></td>
</tr>
<tr>
<td>• Two AP Exams on the same date and time                                                 • Ordering error</td>
<td></td>
</tr>
</tbody>
</table>
| • Students who qualify for College Board Fee Reductions will not incur the $45 charge if alternate testing is required for one of these reasons. Should you have an exceptional circumstance not covered in the list, contact AP Services for Educators at 212-632-1781 or 877-274-6474

* Students who qualify for College Board Fee Reductions will not incur the $45 charge if alternate testing is required for one of these reasons.
More Facts about Late Testing

• Alternate exams are equivalent in depth and difficulty to the regularly scheduled exams.
• Students’ alternate (late-testing) exam scores may be delayed up to one month (until August). Make sure your students know this.
• Students’ free-response booklets from alternate exams are not available for purchase.
• AP Instructional Planning Reports do not include data from alternate exams.
• If a school fails to follow AP security procedures and doesn't administer the alternate exams on the specified dates at the specified times, scores for those exams will be canceled, and the school may be prohibited from offering AP Exams in the future.
What’s New?

Important Changes for 2018-19
# 2019 Exam Fees

<table>
<thead>
<tr>
<th>Regular Exams</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student pays school</td>
<td>$94 per exam</td>
</tr>
<tr>
<td>School pays the College Board</td>
<td>$85 per exam</td>
</tr>
<tr>
<td>School rebate</td>
<td>$9 per exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AP Capstone: AP Seminar and AP Research</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student pays school</td>
<td>$142 per exam</td>
</tr>
<tr>
<td>School pays the College Board</td>
<td>$133</td>
</tr>
<tr>
<td>School rebate</td>
<td>$9 per exam</td>
</tr>
</tbody>
</table>
Fee Reductions for Alabama Low-Income Students

- The College Board provides a $32 fee reduction per exam for students with financial need.
- Schools are expected to forgo their $9 rebate for these students, resulting in a cost of $53 per exam.

2019 AP Exams
- Exam Fee - $94
- College Board Rebate $32
- School Rebate: $9
- Alabama contribution $53
- Student/District contribution $0

2019 AP Capstone Exams
- Exam Fee - $142
- College Board Rebate $32
- School Rebate: $9
- Alabama Contribution $101
- Student/District Contribution $0
## Other Fees

<table>
<thead>
<tr>
<th>Alternate Exams for Late Testing</th>
<th>$45 per exam in addition to the exam fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late-testing fee (reason: school mistake, student conflict, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unused exams</td>
<td>$15 per exam</td>
</tr>
<tr>
<td>Late exam orders</td>
<td>$55 for each order received after the extension deadline</td>
</tr>
<tr>
<td>Late exam return</td>
<td>Twice the exam fee for each exam in shipments received after June 1</td>
</tr>
<tr>
<td>Late payment</td>
<td>$225 for payments postmarked after June 15</td>
</tr>
</tbody>
</table>
Large-Volume Exam Rebate

Schools administering 150 or more AP Exams receive a rebate based upon the number of exams administered:

- $250 for schools giving 150–499 exams
- $500 for schools giving 500–749 exams
- $1,000 for schools giving 750–999 exams
- $1,500 for schools giving 1,000–1,999 exams
- $3,000 for schools giving 2,000 or more exams

The check is sent to the AP coordinator in November.

Your principal receives a copy of the letter outlining approved uses for the rebate.
Upcoming Course and Exam Changes

2018-19

• **AP U.S. Government and Politics**: AP U.S. Government and Politics has been redesigned for the 2018-19 school year. For more information, go to [collegeboard.org/apusgopo](http://collegeboard.org/apusgopo).

• Teachers of previously authorized AP U.S. Government and Politics courses *must* submit a syllabus that meets the revised curricular requirements through the AP Course Audit in 2018-19.

2019-20

• **AP World History**: Starting in the 2019-20 school year, there will be changes to the AP World History course and exam. For more information, go to [collegeboard.org/apworldhistory2019](http://collegeboard.org/apworldhistory2019).

• Teachers *won’t* be required to submit a syllabus for review and approval. Instead, they will simply confirm awareness of these changes on their 2019-20 AP Course Audit form.
Additional Changes

Assistive Technology Compatible (ATC) Exams

- ATC-format exams are available for most subjects. Students must be approved for this accommodation by the College Board’s SSD office, and the ATC exams must be ordered by the AP coordinator through the AP Ordering website.

Social Security Number Removal

- To protect student privacy, as of July 2018, Social Security numbers will no longer be included in students’ score reports.
Pre-AP launched in fall 2018 with eight new courses for ninth grade, and more to follow.

Pre-AP is open to ALL students

8 New Pre-AP Courses

The Pre-AP Program aims to:

• Significantly increase the number of students able to access and complete college-level work before leaving high school
• Improve the college readiness of all students

https://pre-ap.collegeboard.org
Timeline

Year 1 Partner Schools
SY 2018-19
Implementation in ~100 schools

Year 2 Partner Schools
SY 2019-20
Implementation in ~200 schools

Year 3 SY 2020-21
Open to all schools and grade levels

Beyond
Course Audit Required in 2022-23
Pre-AP Professional Learning

One-Day Workshops Available for Districts

pre-ap.collegeboard.org/professional-learning

Using Analytical Reading and Writing to Promote Conceptual Understanding in Pre-AP Science
In this workshop, participants explore how the Pre-AP science classroom emphasizes analytical reading and writing to support students’ ability to build deep conceptual understandings of scientific phenomena. Through the modeling of purposeful tiered questioning connected to complex scientific texts, teachers will examine the characteristics of questions that spark student curiosity, incite thought, promote productive lingering, and support students as they build evidence-based claims and justifications. Participants will then create a plan to engage students in analytical reading and writing tasks for the purpose of gaining, retaining, and applying scientific knowledge by purposefully integrating higher-order questioning and evidence-based writing opportunities into an upcoming lesson.

History and Social Studies
Fostering Disciplinary Reasoning Skills in the Pre-AP History and Social Studies Classroom
Fostering disciplinary reasoning skills is a key focus of the Pre-AP social studies classroom. This workshop explores the four disciplinary reasoning skills that appear in Pre-AP and AP course frameworks: causation, comparison, contextualization, and change and continuity over time. Participants will design activities that utilize the Pre-AP shared instructional principles and invite students to make meaning out of primary and secondary source sets in the way that historians and geographers do.

Effective Use of Source Sets in the Pre-AP History and Social Studies Classroom
This workshop explores the three areas of focus in a Pre-AP social studies classroom: evaluating evidence, incorporating evidence, and explaining historical relationships. With these shifts in mind, participants will experience the Pre-AP model of disciplinary apprehension by leveraging source sets in the way that historians and geographers do. Participants will leave the workshop with an understanding of the characteristics that make a source set useful, Pre-AP shared instructional principles and strategies to guide work with source sets, and time to engage in peer feedback on new source sets.

Mathematics
Pre-AP Math: Developing Mathematical Mindsets Through a Learner-Centered Classroom
In this workshop, participants examine the characteristics of an effective, collaborative mathematics classroom through the lens of the Pre-AP Algebra 1 Framework, areas of focus, and shared instructional principles. Teachers will actively engage in modeling focused on building a safe classroom environment where students access critical content through close observation and analysis, higher-order questioning, evidence-based writing, argumentation, and mathematical argumentation. Participants will then plan for the inclusion of observation and analysis, collaborative group structures, and higher-order questions that promote academic conversations in their daily instruction.

Using Higher-Order Questioning to Support Critical Thinking in the Pre-AP Math Classroom
The Pre-AP shared instructional principles of higher-order questioning and academic conversation support students’ ability to bring concepts and representations to life through deep conceptual understanding. Through the modeling of purposeful tiered questioning and academic conversations, participants in this workshop will examine characteristics of questions that motivate student thinking and encourage productive lingering that promotes student access to rigorous content. Participants will then create a plan to support students in grappling with and making sense of contextual problems by purposefully integrating higher order questioning and academic conversation opportunities into an upcoming lesson.

Pre-AP Math Content Seminar: Proportional Relationships and Linear Functions
In this workshop, participants will use the Pre-AP Algebra 1 Course Framework as a foundation for exploring the use of proportional relationships and multiple representations to build a clear, conceptual understanding of linearity. Participants will examine college and career readiness standards and analyze the progression of student understanding connecting proportional relationships with “slope as a rate of change” and “linear functions.”
Pre-AP Website

preap.collegeboard.org

Pre-AP Launches in Fall 2018. Be a Part of It!

Prepare the next generation to learn and grow in the classroom and beyond. Apply to participate in the Pre-AP Program beginning fall 2019.

Apply Now

Upcoming Dates

- **MAY 1, 2018**
  - Application open

- **JUL 2, 2018**
  - Application deadline for early acceptance

- **OCT 1, 2018**
  - Application closes
AP with WE Service

Service Learning modules for all AP courses and free to all AP teachers to use!

- Identify local priorities for students to problem-solve
- Students must engage in 20 hours of service
- Teachers plan up to 10 hours of in-class service learning instruction

Participation Forms at www.we.org/ap/

Applications will be accepted until October 31st, 2018.
Janet’s Top 5 Online AP Resources

1. AP Central
2. AP Course Audit
3. AP Potential
4. AP Online Score Reports
5. AP2019
AP Central

2018 AP Score Reports Are Available
Gain invaluable insight into your AP program with score reports available to educators.

Join the AP Teacher Community
Search for Professional Development Workshops
Learn How You Can Participate in the Official Pre-AP Program

Upcoming Events

- **OCT 1, 2018**
  Preferred submission and renewal deadline for Capstone and CSP course materials in order to access the digital portfolio.

- **OCT 15, 2018**
  Preferred deadline for administrators to renew previously authorized courses that are again offered in the 2018-19 school year.

- **NOV 1, 2018**
  AP Course Ledger becomes available.

apcentral.collegeboard.org
About AP
AP Resources

- **Student Brochure** describing the unique benefits of AP
- **Parents’ Night PowerPoint Presentation** to introduce parents to AP
- **Customizable AP Overview PowerPoint** in English and Spanish
- **AP Informational Event Planner** with ideas and tips for planning and promoting successful informational events for parents and students to support participation in AP courses
- **Digital Resources for AP coordinators** to help build student and parental awareness for AP events and activities:
  - Email Template for Parents
  - Email Template for Parents – Spanish
  - Text for "Robocalls" in English and Spanish
  - Banner Ads for School Websites
AP Resources

- **Conversation Starters** to help students and parents talk to counselors about AP (available in 15 languages)

- **AP YouTube Channel** with videos featuring AP students and teachers that can be used in presentations

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**LET'S TALK ABOUT AP**

Interested in learning more about AP courses? This conversation starter can help you talk with a counselor or teacher about what makes sense for you.

1. **What AP course is right for me?**
   - How clear are your interests?
   - What courses do you want to take?
   - What subject areas interested you and why?

2. **Ask your counselor or teacher the following questions:**
   - What are your performance levels?
   - What are the AP prerequisites for AP courses?
   - What are the AP requirements for AP courses?

3. **What steps do I need to take?**
   - Find out how AP works at your school.
   - Make a list of your AP courses and classes.
   - Schedule AP test dates and deadlines.
   - Meet with your counselor to discuss your AP plans.

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**Give AP® a Personal Touch ... With Outreach Calls to Families and Students**

Many schools and districts use automated outbound telephone systems to keep parents and students informed about important school events, deadlines and programs. Counselors and other educators have asked us for ideas about using these automated outreach systems to help build interest and participation in AP® courses.

Here are scripts you can use and adapt to help you get the word out about AP in your school.

- **“Think AP”** – This message can be used to introduce families to Advanced Placement® opportunities in your school.
  
  This is <<Your Name>> and I’m the <<Your Title>> at <<Your School>>. I’m calling to make sure you know about our advanced placement program and the courses.

- **“AP Enrollment Deadline Approaching”** – This message serves as a reminder to families and students can be sure to meet with their counselors and enroll in AP classes on time for the upcoming school year.
  
  This is <<Your Name>> and I’m the <<Your Title>> at <<Your School>>. It’s important to meet with your counselor to enroll in AP courses.

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[AP Resources Image]
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.

Section Topics

Important Changes
Stay up to date to ensure a successful exam administration for your students.

Annual Calendar & Deadlines
Get an overview of the AP year, including exam ordering deadlines.

Exam Ordering & Fees
Information on exam ordering, 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.

Related Topics
- AP Coordinator Community
- Exam Dates and Fees
- Late-Testing Dates
- Score Reports
- School Ordering Services
- AP Professional Development
- Workshop for Coordinators
- Contact Us
Coordinator Tutorial

- 8 Web videos with links to related content and resources
- Supports new AP coordinators
- Covers a coordinator’s responsibilities before, during, and after the exam administration
- Presented by an AP coordinator

collegeboard.org/apcoordinatortutorial
All AP Teachers and AP Coordinators have a dedicated AP Online Community, which includes:

- Discussion Boards
- Resource Library
- Browse-able Curriculum
- Member Directory
- Email digests and notifications
- Reply by email

To learn more, visit [apcommunity.collegeboard.org](http://apcommunity.collegeboard.org) and sign up.
AP Coordinator Community

- Get ideas or quick answers from other AP coordinators
- Share concerns and suggestions
AP Course Audit

Welcome to the AP Course Audit. We've got a new look, but you'll still find everything you need to understand and complete the AP Course Audit here. Sign in to get started.

Sign In

Upcoming Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT 1 2018</td>
<td>Preferred submission and renewal deadline for Capstone and CSP course materials in order to access the digital portfolio.</td>
</tr>
<tr>
<td>OCT 15 2018</td>
<td>Preferred deadline for administrators to renew previously authorized courses that are again offered in the 2018-19 school year.</td>
</tr>
<tr>
<td>NOV 1 2018</td>
<td>AP Course Ledger becomes available.</td>
</tr>
</tbody>
</table>
Course Audit Process

Only AP courses offered during the 2018-19 school year should be renewed. Eligible courses not renewed for the current year will be available for renewal in future years if the AP course is again offered.

New AP Teachers

Submitting Your Course Materials

Sign in to AP Course Audit
Teachers sign in to or create their AP Course Audit account.

Add course
Teachers click Add New Course and choose the subject.

Fill out form
Teachers fill out the online AP Course Audit form and submit it.

Approve form
The school AP Course Audit administrator—the principal or a principal’s designee—signs in to AP Course Audit and approves the form.

Submit syllabus
Teachers upload and submit their course syllabus. (The deadline for submission is January 31.)
### Course Audit Calendar

#### Advanced Placement Program® (AP®) 2018-19 Course Audit Calendar

The following table outlines important dates and corresponding responsibilities for the role of Teacher.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Teacher Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>AP teachers begin submitting materials (a syllabus and Course Audit Form) for new courses to be offered in the 2018-2019 school year.</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Preferred submission deadline for Capstone and CSP course materials in order to access the digital portfolio for these AP courses.</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Deadline to complete the initial submission of course materials (a syllabus and Course Audit Form) for the 2018-19 school year.</td>
</tr>
</tbody>
</table>

The following table outlines important dates and corresponding responsibilities for the role of AP Course Audit Administrator.

<table>
<thead>
<tr>
<th>Dates</th>
<th>AP Course Audit Administrator Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>AP Course Audit administrators begin approving Course Audit forms for new courses to be offered in the 2018-2019 school year.</td>
</tr>
<tr>
<td>August 1, 2018</td>
<td>AP Course Audit administrators begin renewing previously authorized courses for the 2018-19 school year. AP Course Audit administrators begin adding Online/Distance Learning courses through the School Status page.</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Preferred submission and renewal deadline for Capstone and CSP course materials in order to access the digital portfolio for these AP courses.</td>
</tr>
<tr>
<td>October 15, 2018</td>
<td>Preferred date for administrators to: Renew previously authorized courses for the 2018-19 school year (ensures the inclusion of these courses in the AP Course Ledger in November). Remove inactive teachers or courses not offered in the 2018-19 school year from the School Status page.</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Deadline to: Approve Course Audit forms for initial submissions. Renew previously authorized courses for the 2018-19 school year. Remove teachers not teaching or courses not being taught during the 2018-19 school year. Add Online and Distance Learning courses being taught during the 2018-19 school year.</td>
</tr>
</tbody>
</table>
# AP Potential

<table>
<thead>
<tr>
<th>Define Pool</th>
<th>Subject</th>
<th>2010 Potential AP Students</th>
<th>2017 AP Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 ▼</td>
<td>Art History</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Biology</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Calculus AB</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Chemistry</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Comparative Government &amp; Politics</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Computer Science A</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>English Language</td>
<td>57</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>English Literature</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Environmental Science</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>European History</td>
<td>30</td>
<td>7</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Human Geography</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Macroeconomics</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Microeconomics</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Music Theory</td>
<td>8</td>
<td>0</td>
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<tr>
<td>60 ▼</td>
<td>Physics 1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Physics C: Mechanics</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Psychology</td>
<td>42</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>Statistics</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>U.S. Government &amp; Politics</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>60 ▼</td>
<td>U.S. History</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>60 ▼</td>
<td>World History</td>
<td>30</td>
<td>0</td>
</tr>
</tbody>
</table>

Update Pool  Next
Invite Potential Students to AP

AP Potential

Generate Letters to Parents/Guardians

Click below to create a mail merge of letters you can send to parents/guardians and students, based upon the student roster you generated. Send these letters to inform families of their child’s potential to succeed in specific AP courses. The letters are generated only for AP courses for which students have the level of AP Potential you selected.

Go Back to Results

Customize and generate your letters in 3 easy steps:

1. Enter the contact information for the staff member that students can contact to learn more information about Advanced Placement:

   enter contact name and info
   ex: Jane Doe at 301-555-1212, or Jane Doe at janedoe@example.com

2. Enter the name for the signature line on the letters:

   enter signature line name
   ex: Jane Doe

3. Generate Letters to Parents/Guardians: English or Spanish
AP Online Score Reports

AP® Online Reports for Educators

The College Board is pleased to offer a secure, Web-based system delivering AP reports to secondary schools and districts. Authorized teachers, AP coordinators, principals, and other administrators can access these reports. To access this site, enter your College Board Education Professional user name and password below.

Existing Users: Sign In

Please enter your Education Professional user name and password.

User name:  
Password:  
Forgot User Name?  
Forgot Password?  
Need Help?

Sign In

New Users: Sign Up

Don't have an account?  
Sign Up

Announcements

Now available: 2017 AP® Reports

Learn more at AP Score Reports and Data.

For AP student questions visit AP Online Scores for Students.

AP Teachers: Interested in becoming an AP Exam Reader?
Learn more here.
Subject Score Roster
Roster for each AP subject listing all students and their AP scores. If your school designated class sections on students' answer sheets, the data displayed are specific to particular sections/teachers of a course.

View PDF

AP Instructional Planning Report
Subject specific report showing the performance of students on the multiple-choice and free response sections and on specific topics within that AP Exam, compared to all students. Available for each AP subject offered at your school.

If your school designated class sections on students' answer sheets during the exam administration, administrators, AP teachers and district administrators will see this report displayed by individual class section for any applicable subjects.

View PDF

School Summary by Student Demographics
Report summarizing your school's AP scores by education level, race/ethnicity, gender, and fee reduction status.

View PDF

School Summary with Comparable Groups
Report comparing the AP scores at your school to comparable groups, overall and by individual subject.

View PDF

Current Year Score Summary
Report listing the total numbers of each AP score (1 to 5) for each AP subject offered at your school.

View PDF

Five-Year School Score Summary
Report containing five years of data at the school, state and global levels, and subject-specific summaries of total exams, scores and mean scores.

View PDF

School Score Roster
Roster showing all AP students who tested during a specific exam year, and their AP scores. This report is customizable to display these students' scores from previous years.

View PDF

School Scholar Roster
Roster showing all students who earned an AP Scholar Award, or AP Capstone Award, and their AP Exam scores.

View PDF

Student Score Report
Individual, cumulative report for each AP student in your school, listing scores for each AP Exam taken by that student.

View PDF

College and University Totals
Report listing which colleges and universities received your students' AP scores.

View PDF

AP Equity and Excellence
Report displaying the percentages of your school's entire 10th, 11th and 12th grade classes who scored a 3 or higher on at least one AP Exam and the percentage of the senior class that scored a 3 or higher on at least one AP Exam during high school.

View PDF
A. Shows how your group of students performed versus the global population overall by score.

B. Shows your students' performance on multiple-choice and free-response sections by quartiles or fourths compared to the global population.

Note: If viewing a report for Seminar or Research, the quartile distributions are across content areas and performance tasks. If viewing a Computer Science Principles report, distributions will be across the multiple choice exam and performance tasks.
This page provides a detailed view of students’ performance on specific content categories on the multiple-choice and free-response sections.

- The **Global Mean** column provides the average scores of AP students worldwide.
- The **Group Mean** column provides the average scores for your students.

### Sample High School (000000) - Physics 1

**Performance on Multiple-Choice Section (Maximum Possible Score = 40)**

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Number of Questions</th>
<th>Global Mean</th>
<th>Group Mean</th>
<th>Lowest Fourth</th>
<th>Second Fourth</th>
<th>Third Fourth</th>
<th>Highest Fourth</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI1: OBJECTS AND SYSTEMS</td>
<td>1</td>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI2: FIELDS IN SPACE AND INTERACTIONS</td>
<td>2</td>
<td>**</td>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI3: INTERACTIONS BETWEEN OBJECTS</td>
<td>17</td>
<td>7</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI4: INTERACTIONS BETWEEN SYSTEMS</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI5: CONSERVATION LAWS</td>
<td>15</td>
<td>10</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI6: WAVE MODELS AND APPLICATIONS</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP1: USES REPRESENTATIONS AND MODELS TO COMMUNICATE SCIENTIFIC PHENOMENA AND SOLVE PROBLEMS</td>
<td>19</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP2: USES MATHEMATICS APPROPRIATEALLY</td>
<td>20</td>
<td>3</td>
<td>3</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SP3: ENGAGES IN SCIENTIFIC EXPLANATIONS AND THEORIES</td>
<td>0</td>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP4: PLANS AND IMPLEMENTS DATA COLLECTION STRATEGIES</td>
<td>2</td>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP5: PERFORMS DATA ANALYSIS AND EVALUATION OF EVIDENCE</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP6: WORKS WITH SCIENTIFIC EXPLANATIONS AND THEORIES</td>
<td>17</td>
<td>18</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP7: CONNECTS AND RELATES KNOWLEDGE ACROSS SCALES, CONCEPTS, REPRESENTATIONS, AND DOMAINS</td>
<td>7</td>
<td>**</td>
<td>**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Multiple-Choice Summary</strong></td>
<td></td>
<td>32</td>
<td>30</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

CollegeBoard
News and Changes

Section Topics

New AP Resources and Processes for 2019
Learn about the new resources and processes coming to all AP schools.

• For AP Teachers
• For AP Coordinators
• For Principals
• FAQ

AP Capstone Diploma Program
Explore AP Capstone, a program that helps students develop key academic skills.

AP Computer Science Principles
Read about our newest course, which is designed to engage more students in computer science.
Launching in 2019: New AP Resources and Processes

We're making changes to better support AP students, teachers, and coordinators.

Find Out Why

Get Ready for the Future of AP

We're making some improvements to the way AP works, including giving students and teachers new resources to support them all year.

Watch Video
New Resources and Supports for AP in 2019-20

Designed to motivate students and improve the AP® classroom experience

**Instructional Resources**
- AP Question Bank
- Unit Guides
- Personal Progress Checks
- Performance Dashboards

**Ordering and Administration Supports**
- Digital Activation
- Streamlined Ordering
- Personalized Labels
Personal Progress Checks

Delivers actionable feedback throughout the year.

Formative AP questions that provide students with feedback on the areas where they need to focus. The checks:

- Measure content and skills through multiple-choice questions with rationales to explain correct and incorrect answers
- Provide scoring guidelines aligned to the AP rubric
AP Question Bank

Boosts student practice with 15,000+ on-demand AP Exam questions.

A library of real AP Exam questions that teachers can access. The bank:

- Can be filtered by course topics and skills
- Can be used to create customized practice and tests that can be assigned online or on paper as in-class assignments or homework
- Enables teachers to create their own questions or edit existing questions
- Enables students to practice and get feedback on each question
Performance Dashboard

Highlights students’ progress and focus areas.

Interactive reports that track and measure students’ performance on critical concepts and skills:

- Gives students and educators immediate feedback starting at the beginning of the year
- Monitors performance over time across assessments and skills
- Identifies strengths and key support areas with recommended resources to improve
Digital Activation

A few clicks unlock the new tools and resources.

AP teachers and students will sign in to a new AP Support System and complete a simple activation process at the start of the school year. Digital activation will:

- Give students and teachers access to the new resources throughout the school year
- Allow teachers to organize their AP students by the sections they teach
- Allow students to register for exams
Streamlined Ordering

Online student rosters speed up exam ordering.

AP coordinators will use an improved AP Registration and Ordering system to place AP Exam orders in the fall. With the new system:

- AP coordinators will be able to access rosters of AP students and review, adjust, and submit that information as the school’s exam order
Student Registration Labels

Eliminates over two million hours of pre-exam bubbling.

For each student included in an exam order, schools will receive a set of personalized AP ID registration labels. The labels:

- Connect students’ exam materials with their registration information
- Reduce the time spent on bubbling student information before the exam
2019-20 Timeline: Overview

1. Setup, Enroll, Register
   - Complete participation form; set up classes in the first weeks of class

2. Order
   - Order exams by October or November deadlines

3. Update Order
   - Finalize exam order with additions or cancellations by March deadline

4. Give Exams
   - Receive AP ID labels

5. Pay Invoice
   - Pay invoice by June 15

---

**AP COORDINATORS**

- Digital Activation opens; invite students in the first weeks of class
- Use classroom resources with students
- Score reporting

**AP TEACHERS**

- Use classroom resources with students
- Score reporting

**AP STUDENTS**

- Complete Digital Activation; join classes in the first weeks back at school
- Confirm exam-taking plans with the AP coordinator before ordering deadlines
- Use classroom resources with AP teacher
- Apply AP ID labels to exam materials
- Score reporting
2019-20 Deadlines: Exam ordering deadlines

Three key deadlines for ordering 2020 exams.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Deadline</td>
<td>This is the recommended deadline to submit May 2020 exam orders.</td>
</tr>
<tr>
<td>Preferred Deadline October 4, 2019</td>
<td>This is the recommended deadline to submit May 2020 exam orders.</td>
</tr>
<tr>
<td>Final Deadline</td>
<td>This is the deadline to order exams for all AP courses that begin before November 15.</td>
</tr>
<tr>
<td>Final Deadline November 15, 2019, 11:59 pm ET</td>
<td>Exams ordered after November 15 and by March 13 will incur a late order fee of $40 per exam in addition to the exam fee.</td>
</tr>
<tr>
<td>Spring Course Orders and Fall Order Changes Deadline</td>
<td>This is the deadline to order exams for AP courses that begin after November 15 (the $40 unused/canceled exam fee is not applied), and to update the exam order with any late orders.</td>
</tr>
<tr>
<td>Spring Course Orders and Fall Order Changes Deadline March 13, 2020, 11:59 pm ET</td>
<td>This is the deadline to order exams for AP courses that begin after November 15 (the $40 unused/canceled exam fee is not applied), and to update the exam order with any late orders. To ensure timely processing and accuracy of your exam shipment, schools are encouraged to submit any known cancellations by this date.</td>
</tr>
</tbody>
</table>
## 2019-20: Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Per Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time order</td>
<td>$94</td>
</tr>
<tr>
<td>Exam ordered by November 15</td>
<td></td>
</tr>
<tr>
<td>Late order</td>
<td>$134</td>
</tr>
<tr>
<td>Exam ordered between November 16 and March 13</td>
<td></td>
</tr>
<tr>
<td>Unused/canceled exam</td>
<td>$40</td>
</tr>
<tr>
<td>Exam that is canceled or not taken by the student</td>
<td></td>
</tr>
</tbody>
</table>

- **Capstone, International**: The base exam fee is higher for these exams. No change from 2018-19.
- **Low-income**: Deduct the College Board fee reduction, $9 per exam school rebate, and any state/local subsidies from the above amounts, except for unused/canceled exam fee.
  - If a state previously provided a subsidy and eliminates the funding in 2020, any unused/canceled fees would be waived for eligible students.
- **Spring-semester/block**: The late order fee does not apply as long as these exams are ordered by March 13.
- **Alternate exams given on late-testing dates**: Depending on the reason for late-testing, an additional $40 per exam fee may apply.
“Although I had my doubts . . . [the] result was that the students stayed engaged in the subject through the spring semester. In the past, students who were not signed up for the exam tended to lose focus towards the end of the school year.”

—Teacher
Helping Schools Prepare

Ensure a successful AP Exam administration & support teaching and learning

Download now at collegeboard.org/ap2019

WHAT YOU NEED TO KNOW

New AP Resources Coming in the 2019-20 School Year

Getting Ready

What to do in the 2018-19 School Year
- Fall 2018: Meet with AP teachers and counselors to discuss the 2018-19 changes to AP.
- Before the 2019-20 exam registration period: Communicate new AP Exam ordering deadlines; policies, and fees to students and parents for 2019-20.
- Spring 2019: Connect AP teachers with overview videos and AP resources and annual processes.
- Before exam week: Meet with AP teachers and the AP coordinator to remind them of the changes.

What to do in the 2019-20 School Year
- Before school starts:
  - Ensure teachers of new AP courses complete the Course Audit form and have it approved by your designated administrator.
  - Allot time for the AP coordinator or AP teachers to set up class sections in the system.
  - Provide AP teachers with opportunities to incorporate Unit Guides and Unit Assessments into their sequences and pacing calendars.
  - Connect AP teachers with best practices on using the AP Question Bank for daily checks on student understanding.
  - First week of school: Provide opportunities for students to sign up online to enroll in their AP classes in the system.
  - Second week of school: Ensure students in the system match official class rosters.
  - After add/drop period: Confirm rosters in the system match official class rosters.
  - Last week of September: Follow local process to ensure students committed to take AP exams.
  - First week of October: Verify students’ exam registration status in the system.
  - By October (November): Submit school’s exam order by published deadline.
  - March: Make final updates to your order, if needed, by the published deadline.

Best Practices

Announcing New AP Features to Your School Community
- Update course catalogs and school web pages.
- Ensure local processes to confirm student decisions to take AP exams align with test ordering deadlines.
- Communicate AP Exam registration guidelines and deadlines to homeroom teachers.

Activating the Resources
- Ensure AP teachers are aware of the new system before the summer break.
- Connect AP teachers with online overview videos.
- Provide AP teachers with learning on how to use the system.
- Assess the availability of computers and mobile devices for use in AP classrooms.
- Ensure the school’s WiFi infrastructure is working well and College Board web pages have been whitelisted so they can be accessed from within your school’s network.

Ordering Exams
- Ensure students and parents know when students need to confirm their exam registration decisions.
- Communicate exam fees and ordering deadlines.
- Ensure special materials are ordered as needed for students who require accommodations.

Supporting Classroom Instruction
- Connect AP teachers with online tutorials.
- Throughout the year, set aside time with AP teachers to discuss student progress at the end of each unit.
- Use the Unit Guides and Performance Descriptions during coaching conversations.
- Use classroom and hallway bulletin boards to chart class progress toward goal mastery.
- Ensure WiFi infrastructure continues to work well throughout the year.
- Ensure AP teachers have access to computers, tablets, and smart phones for students to take Unit Assessments.
Important Links

P. 3 of *AP 2018-19 Coordinator’s Manual*

- AP Exam Ordering Website [collegeboard.org/apordering](http://collegeboard.org/apordering)
- General Information for Coordinators [collegeboard.org/apcoordinator](http://collegeboard.org/apcoordinator)
- AP Resource Library [collegeboard.org/apdownloads](http://collegeboard.org/apdownloads)
- AP Capstone™ Information for Coordinators [collegeboard.org/apcapstonecoordinator](http://collegeboard.org/apcapstonecoordinator)
- AP Course Audit [collegeboard.org/apcourseaudit](http://collegeboard.org/apcourseaudit)
- Online Score Reports for Educators [scores.collegeboard.org](http://scores.collegeboard.org)
- Online Score Reports for Students [apscore.org](http://apscore.org)
- Services for Students with Disabilities [collegeboard.org/ssd](http://collegeboard.org/ssd)
- AP Computer Science Principles [collegeboard.org/apcsp](http://collegeboard.org/apcsp)
- AP Studio Art Digital Submission Application [apstudio.ets.org](http://apstudio.ets.org)
- Digital Audio Submission Portal for AP World Languages and AP Music Theory [apaudio.ets.org](http://apaudio.ets.org)
- AP Exam Instructions [collegeboard.org/apexaminstructions](http://collegeboard.org/apexaminstructions)
- AP Students [apstudents.org](http://apstudents.org)
- Free AP Publications [collegeboard.org/freepubs](http://collegeboard.org/freepubs)
- Low-Income Student Exam Fee Assistance [collegeboard.org/ap-essa](http://collegeboard.org/ap-essa)
Contact AP

**AP Services for Educators**
- Phone: 877-274-6474 or 212-632-1781
- Fax: 610-290-8979
- Email: apexams@info.collegeboard.org

**AP Course Audit**
- Phone: 877-274-3570 or 212-632-1781
- Business Hours: Mon.–Fri., 8 a.m.–5 p.m. ET
- Email/Web: Contact Course Audit from your account’s Communication Center or the “Contact AP Course Audit” link at collegeboard.org/apcourseaudit

**Services for Students with Disabilities**
- SSD coordinator Hotline: 212-713-8333
- Email: ssd@info.collegeboard.org
- www.collegeboard.org/ssd
Next Steps

- Complete AP Participation Form and Survey by November 15th
- Authorize/renew AP courses in Audit January 31, 2019
- Share updates with teachers, sign up for updates at collegeboard.org/ap2019
- Save the Date: July 18–21 — AP Annual Conference 2019, Orlando, FL
  - Submit session proposals by Friday, November 9
Thank You!

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The College Board
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