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# 2019 AP Exam Ordering

Alabama State Department of Education  
March 7, 2019

AP<sup>®</sup>

CollegeBoard

# 2019 Exam Schedule

<b>Week 1</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 p.m.</b>
<b>Monday, May 6</b>	United States Government and Politics	Chinese Language and Culture  Environmental Science
<b>Tuesday, May 7</b>	Seminar  Spanish Language and Culture	Japanese Language and Culture  Physics 1: Algebra-Based
<b>Wednesday, May 8</b>	English Literature and Composition	European History  French Language and Culture
<b>Thursday, May 9</b>	Chemistry  Spanish Literature and Culture	German Language and Culture  Psychology
<b>Friday, May 10</b>	United States History	Computer Science Principles  Physics 2: Algebra-Based
<p>Studio Art—last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly.</p> <p>Teachers should have forwarded students' completed digital portfolios to coordinators before this date.</p>		

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

**2020 AP Exam Schedule is Now Posted!  
May 4-8 and May 11-15, 2020**

# Late-Testing Policy (May 22-24)

<b>No Additional Fee Incurred</b>	<b>Additional Fee Incurred: \$45 per exam*</b>
<ul style="list-style-type: none"><li>• Academic contest/event*</li><li>• Athletic contest/event*</li><li>• Conflict with IB or Cambridge exam</li><li>• Conflict with nationally, province-, or state-mandated test</li><li>• Disabilities accommodation issues</li><li>• Emergency: bomb scare or fire alarm</li><li>• Emergency: serious injury, illness, or family tragedy</li><li>• High school graduation*</li><li>• Language lab scheduling conflict</li><li>• Religious holiday/observance</li><li>• School closing: election, national holiday, or natural disaster</li><li>• Strike/labor conflict</li><li>• Student court appearance*</li><li>• Two AP Exams on the same date and time</li></ul> <p>*Added for 2018-19</p>	<ul style="list-style-type: none"><li>• Conflict with non-AP, non-IB, or non-Cambridge exam</li><li>• Family/personal commitment</li><li>• Ordering error</li><li>• Other school event</li><li>• School closing (local decision, non-emergency)</li></ul> <p>* Students who qualify for College Board Fee Reductions will not incur the \$45 charge if alternate testing is required for one of these reasons.</p> <p>Should you have an exceptional circumstance not covered in the list, contact AP Services for Educators at 212-632-1781 or 877-274-6474</p>

# Exam Ordering Deadlines

- **Feb 22** - Deadline for submitting requests for testing accommodations for students with disabilities
- **Preadministration materials:**
  - Orders placed by **March 15** will be delivered by April 5.
  - Orders placed between **March 14 and April 3** will be delivered by April 15.
- **March 29** - Priority deadline for schools to order AP Exams.
- **April 12** - Each order received after this date incurs a \$55 late fee (excluding alternate exam orders).
- **April 19** - Final deadline for schools to order AP Exams. No orders will be accepted after this date. Orders placed by April 19 will be delivered by April 29.
- **May 17** - Deadline for schools to order alternate exams for late testing.
- **June 1** - Deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.
- **June 15** - Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$225 fee.



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# AP Computer Science Principles and AP Capstone courses

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- Before ordering the end-of-course exams for AP CSP, review the Student Indicator in the AP Digital Portfolio to be certain students indicated they're taking the exam.
  - Place orders by March 13 even if you're not planning to offer preadministration sessions. This is to ensure that students receive their Student Packs in time to enter their AP numbers to the AP Digital Portfolio before the April 30 submission deadline for performance tasks. Orders for preadministration materials can only be placed with the initial exam order, so be sure to have correct number of exams included in your initial order.

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# 2019 Exam Fees

The exam fees have not changed for 2019

	2019 Fee
Exams taken in the U.S., U.S. territories, and Canada (per exam)	\$94
Exams taken outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools)	\$124
AP Capstone (Seminar or Research) Exams	\$142
Exams administered at authorized test centers outside the U.S.	Varies
Unused exams (per exam)	\$15

- Schools may keep \$9 rebate per exam.
- The College Board provides a \$32 fee reduction per exam for eligible students with financial need.

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# Ordering

Walkthrough of Online Exam Ordering

# AP Exam Ordering Online

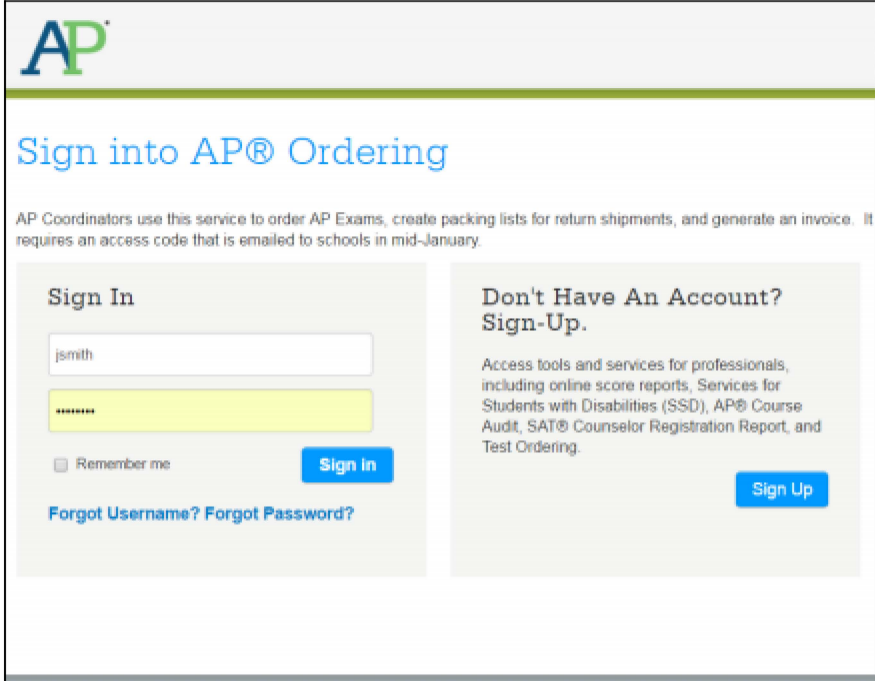
The AP ordering site becomes available in mid-January at [collegeboard.org/apordering](https://collegeboard.org/apordering).

A complete list of ordering deadlines is available in the *2018-19 AP Program Guide* and the *2018-19 AP Coordinator's Manual*.

- Each AP coordinator and additional authorized staff member listed on the returned Participation Form will receive an email with an access code for the ordering website.
- Schools with outstanding balances from the previous year's exams are not able to order AP Exams for the current year until their bills have been paid in full.
- Exam ordering deadlines are in March and April.
- Review important AP Exam Administration Policies before ordering your school's exams.
- Before ordering exams, work with your school's SSD coordinator to determine if alternate exam formats (e.g., large type) are needed for students with approved accommodations.

# AP Exam Ordering Online

Go to [collegeboard.org/apordering](https://collegeboard.org/apordering) and sign into AP Exam Ordering using your Education Professionals (EPL) credentials.



The screenshot shows the AP Exam Ordering sign-in interface. At the top left is the AP logo. Below it is the heading "Sign into AP® Ordering". A sub-heading explains: "AP Coordinators use this service to order AP Exams, create packing lists for return shipments, and generate an invoice. It requires an access code that is emailed to schools in mid-January." The page is divided into two main sections. The left section is titled "Sign In" and contains a text input field with "jsmith", a password field with masked characters, a "Remember me" checkbox, a "Sign in" button, and links for "Forgot Username?" and "Forgot Password?". The right section is titled "Don't Have An Account? Sign-Up." and contains a "Sign Up" button and a paragraph of text: "Access tools and services for professionals, including online score reports, Services for Students with Disabilities (SSD), AP® Course Audit, SAT® Counselor Registration Report, and Test Ordering."

- If you've already created an account to access AP Exam Ordering, AP Potential, PSAT/NMSQT Ordering, AP Course Audit, or online scores, you should sign in using your preexisting user name and password.
- If not, you will need to create an account.



# Confirm School

- Some users of the ordering system serve as the AP coordinator at multiple schools.
- To ensure an order is placed at the intended school, we ask that users confirm their school when logging in to the application.

## Confirm School

You are currently logged into

**SAMPLE HIGH SCHOOL**

123 MAIN STREET

ANYTOWN , NY 11111-1111

If you are no longer the AP Coordinator for the above school, please go to [Update Personal Information](#) and update your school and access code using the 'Edit Account Information' and/or 'Edit Programs & Services' links. If the correct school is displayed, select 'Continue' to proceed with ordering.

➤ Continue

# AP Ordering Landing Page



## Welcome to AP Exam Ordering



**March 14:** Deadline to place initial exam order to receive preadministration materials by April 6.

**April 4:** Deadline to place initial exam order to receive preadministration materials by April 16.

**April 13:** Deadline to order exams without incurring a \$55 late fee

**April 20:** Final Exam ordering deadline

February 09, 2018

**Your Info** [Sign Out](#)

Apo Internaluser  
mbarry@  
collegeboard.org  
ROCK RIDGE HIGH SCHOOL

↘ Update School Information  
↘ Update Personal Information

↘ Contact Us  
↘ Help

<b>View AP Exams</b>	<b>Review And Track Orders</b>
<b>Enrollment and Fee Reductions</b>	↘ View Your Order Status/Track Shipments
↘ View Enrollment Data	↘ View Cumulative Order
↘ View AP Exam Fee Reductions	
<b>Regular Schedule Exams (04/30-05/18)</b>	<b>Internal User</b>
↘ View AP Exam Order	↘ Internal Search
↘ View AP Studio Art Exam Order	
↘ View Braille and Large-Type AP Exam Order	
↘ View Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts	
<b>Late Testing Exams (05/23-05/25)</b>	
↘ View Late-Testing AP Exam Order	
↘ View Late-Testing Braille and Large-Type AP Exam Order	
<b>Score Reporting Services</b>	
↘ View Score Labels and Free-Response Booklets	



# Enter Enrollment Data

If you complete these fields, your score reports will include data to help your school gauge the equity and excellence of your AP program.

## Enrollment Data

Online AP scores include the AP Equity and Excellence Report, which helps your school gauge the extent to which your AP program is providing equitable and successful AP experiences to your students. In order to calculate the percentages for this score report, we need you to report the total number of 10th, 11th, and 12th grade students in your school. **These totals should include all students in your school, not just AP students.**

If you decide not to provide your enrollment totals, the corresponding fields on your school's AP Equity and Excellence Report will be left blank. If you do not have the enrollment data available at this time, you may enter it at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Grade Level	Number of Students
10 <sup>th</sup> grade students	<input type="text" value="763"/>
11 <sup>th</sup> grade students	<input type="text" value="0"/>
12 <sup>th</sup> grade students	<input type="text" value="0"/>

- Or -

I choose not to enter total school enrollments, so I accept responsibility for the blank data fields that will appear on my school's AP Equity and Excellence Report this summer and in future years. **Note: You may enter or edit your enrollment data at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.**

If you do not have the enrollment data available the first time you log in, you may enter it later by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Enter the **total** number of students, not just AP students.



# AP Ordering Landing Page



## Welcome to AP Exam Ordering



- March 14:** Deadline to place initial exam order to receive preadministration materials by April 6.
- April 4:** Deadline to place initial exam order to receive preadministration materials by April 16.
- April 13:** Deadline to order exams without incurring a \$55 late fee
- April 20:** Final Exam ordering deadline

February 09, 2018

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- ↘ Update School Information
- ↘ Update Personal Information

- ↘ Contact Us
- ↘ Help

View AP Exams	Review And Track Orders
<b>Enrollment and Fee Reductions</b> <ul style="list-style-type: none"><li>↘ View Enrollment Data</li><li>↘ View AP Exam Fee Reductions</li></ul>	<ul style="list-style-type: none"><li>↘ View Your Order Status/Track Shipments</li><li>↘ View Cumulative Order</li></ul>
<b>Regular Schedule Exams (04/30-05/18)</b> <ul style="list-style-type: none"><li>↘ View AP Exam Order</li><li>↘ View AP Studio Art Exam Order</li><li>↘ View Braille and Large-Type AP Exam Order</li><li>↘ View Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts</li></ul>	<b>Internal User</b> <ul style="list-style-type: none"><li>↘ Internal Search</li></ul>
<b>Late Testing Exams (05/23-05/25)</b> <ul style="list-style-type: none"><li>↘ View Late-Testing AP Exam Order</li><li>↘ View Late-Testing Braille and Large-Type AP Exam Order</li></ul>	
<b>Score Reporting Services</b> <ul style="list-style-type: none"><li>↘ View Score Labels and Free-Response Booklets</li></ul>	



# Request Fee Reductions

**Before ordering, you must indicate how many exams will qualify for the fee reduction for low-income students.**

## Request AP Exam Fee Reductions

### Step 1: Confirm Need for Fee Reductions

Are any of your students eligible for the AP Exam fee reduction for low-income students?

Yes  No

Please visit [AP Exam Fee Reductions](#) for complete eligibility criteria. Please note that if your school or district participates in the Community Eligibility Provision (CEP), different eligibility criteria may apply.

**If yes, continue to Step 2. If no, click [submit](#) at the bottom of this page to continue.**

### Step 2: Determine the Number of Eligible Students and Exams

To calculate the total number of students and exams eligible for AP Exam fee reduction, you may use the online AP Fee Reduction Roster. **The use of this roster is optional. If you already know the number of eligible students and exams, you may skip to Step 3 to enter your totals.**

The online AP Fee Reduction Roster allows you to keep track of the names of eligible students and the number of exams each student will take. As you enter the information, the roster keeps a running count of your totals.

**To access the AP Fee Reduction Roster, [click here](#).**

### Step 3: Enter Low-Income Fee Reduction Totals

Please enter the total number of students who your school can attest meet the criteria to receive AP Exam fee reductions for low-income students, and the total number of exams these students will take. If you used the online AP Fee Reduction Roster, these totals are already pre-populated.

**Note:** It is essential that your totals accurately reflect the eligible students and exams at your institution.

Total number of **AP students** that qualify for the College Board fee reduction:

Total number of **exams** that qualify for the College Board fee reduction:

# Fee Reduction Roster

## AP Exam Fee Reduction Student Roster



### Instructions:

Please use the roster below to enter the names of students qualifying for the College Board fee reduction. Make sure to also enter how many AP Exams you are ordering for each student. The system will automatically calculate your totals in the "Total # of Qualifying Students" and "Total # of Qualifying Exams" boxes.

[↘ Contact Us](#)

[↘ Help](#)

**Please note that the use of this roster is optional.** If you already know how many students and exams qualify at your school, click "Cancel" in the bottom right-hand corner of this page to return to the Request AP Exam Fee Reductions page. You will need to enter the total number of students and exams that qualify before you can continue to order. Please note that the College Board reserves the right to require additional supporting documentation to confirm that your students qualify and your totals are accurate.

**⚠ WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

Total # of Qualifying Students:

Total # of Qualifying Exams:

	Student Name	Number Of Exams
1.	<input type="text"/>	<input type="text" value="0"/>
2.	<input type="text"/>	<input type="text" value="0"/>
3.	<input type="text"/>	<input type="text" value="0"/>
4.	<input type="text"/>	<input type="text" value="0"/>
5.	<input type="text"/>	<input type="text" value="0"/>
6.	<input type="text"/>	<input type="text" value="0"/>
7.	<input type="text"/>	<input type="text" value="0"/>

# AP Exam Ordering Home Page

Please note that ordering exams for students testing after the standard exam period requires you to order separately using the Order Late-Testing Exams link.

Welcome to AP Exam Ordering



- March 8:** Deadline to place initial exam order to receive preadministration materials by March 31.
- March 29:** Deadline to place initial exam order to receive preadministration materials by April 10.
- April 7:** Deadline to order exams without incurring a \$55 late fee
- April 14:** Final Exam ordering deadline

January 31, 2017

**Your Info** [Sign Out](#)

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mbarry@collegeboard.org  
A CRAWFORD MOSLEY HIGH SCHOOL

- Update School Information
- Update Personal Information

- Contact Us
- Help

<b>View AP Exams</b>	<b>Review And Track Orders</b>
<b>Enrollment and Fee Reductions</b> <ul style="list-style-type: none"><li>View Enrollment Data</li><li>View AP Exam Fee Reductions</li></ul>	<ul style="list-style-type: none"><li>View Your Order Status/Track Shipments</li><li>View Cumulative Order</li></ul>
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<b>Late Testing Exams (05/17-05/19)</b> <ul style="list-style-type: none"><li>View Late-Testing AP Exam Order</li><li>View Late-Testing Braille and Large-Type AP Exam Order</li></ul>	
<b>Score Reporting Services</b> <ul style="list-style-type: none"><li>View Score Labels and Free-Response Booklets</li></ul>	



# Order AP Exams: Step 1

Indicate whether you want to receive preadministration materials (for orders of 20 exams or more).

**To Place a New Order:** Enter the number of exams that you would like for each subject in the Create/Change column.

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## Step 1: Order Preadministration Materials (optional)

Schools ordering at least 20 exams may order materials (answer sheets and AP Student Packs) to conduct a preadministration session. Note: Preadministration materials are included for AP Capstone and AP Computer Science Principles, regardless of the number of exams that are ordered for these courses. During this session, students complete identifying information on their answer sheets, which can save up to an hour on exam day.

Select "Yes" to order these materials, which will be shipped prior to your exam shipment. Note: Once your initial exam order has been processed for shipment, you will not be able to order preadministration materials.

Yes  No



# Order AP Exams: Step 2

## Step 2: Order Exams

Sort by:  ▼

Exam Admin Date/Time <sup>+</sup>	Exam Title	Create Order	2017 Used/Ordered
May 08/12:00 PM	Art History	<input type="text" value="0"/>	0/ 0
May 14/8:00 AM	Biology	<input type="text" value="0"/>	75/ 78
May 15/8:00 AM	Calculus AB	<input type="text" value="0"/>	109/ 111
May 15/8:00 AM	Calculus BC	<input type="text" value="0"/>	52/ 55
May 07/8:00 AM	Chemistry	<input type="text" value="0"/>	68/ 71
May 10/12:00 PM	Chinese Language and Culture	<input type="text" value="0"/>	0/ 0
May 15/12:00 PM	Computer Science A	<input type="text" value="0"/>	28/ 32
May 11/12:00 PM	Computer Science Principles	<input type="text" value="0"/>	0/ 0
May 16/8:00 AM	English Language and Composition	<input type="text" value="0"/>	157/ 158
May 09/8:00 AM	English Literature and Composition	<input type="text" value="0"/>	32/ 34
May 10/12:00 PM	Environmental Science	<input type="text" value="0"/>	12/ 13

# Order AP Exams: Step 3

- Enter the number of students testing.
- Agree to the terms of ordering.

## Step 3: Enter Number of Students Testing

Total Number of Students Testing:  Total Number of Exams:

Please Note: It is important that you include an accurate count of the total number of students testing, as this number determines how many AP Student Packs your school will receive. **Make sure to include those students who will be using Studio Art, Braille and 14- or 20-point large-type exams, even though these exams are ordered on separate pages.**

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## Step 4: Review Your Order

- By checking this box I assert my order is accurate and I understand:
- I cannot change this order once it has been processed for shipment, which could be as soon as 6 p.m. the same day I submit it.
  - I can no longer order preadministration materials after my initial order has been processed for shipment.
  - I will be charged an unused exam fee for each exam that is not used.

# Additional Score Reporting Services

- After your exam order is submitted, you will be taken to the “Order Score Labels & Free-Response Booklets” screen.
- Schools can order additional score labels and free-response booklets on this page.
- AP score reports are only available online.

⚠ **WARNING:** For your security, the data you enter will be deleted if you do not click “Submit” within one hour.

**Online AP Score Reports**

AP teachers, AP Coordinators, and other authorized school and district administrators can view, print, and download AP score reports using the Online Score Reports website. For more information, visit [Online Scores for Schools and Districts](#).

**June 1:** Deadline for ordering score report labels.  
**September 15:** Deadline for ordering free-response booklets.

The services listed below are optional.

**NOTE:** Free-response booklets will not be available for exams whose free-response questions are not released on the College Board website two days after the exam administration.

Service	2016 Ordered to Date	2015 Ordered	Fee
<a href="#">AP Score Labels</a>	<input type="text" value="0"/>	1	\$100 per set
<a href="#">Free-Response Booklets</a>	<input type="checkbox"/>	0	\$60: 1-20 booklets \$120: 21-50 booklets \$180: 51-100 booklets \$300: >100 booklets

**Your Info** [Sign Out](#)

Your Name  
Your Email Address  
Your School Name

➤ [Update School Information](#)  
➤ [Update Personal Information](#)



# Changing Your Order

- You may increase or decrease any order that has not yet been processed for shipment.
- You can edit any quantity that appears in the **Create/Change Order** column.
- Orders that have been shipped or processed for shipment appear under the **Shipped** column and cannot be decreased. You can create a supplemental order of these subjects by entering the additional number of exams you need in the **Create/Change Order** column.

May 19, 2016

**WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

To avoid costly errors, review [instructions](#), [deadlines](#), and [fees](#) before ordering. Schools are charged an unused exam fee for each exam that is not used.

**April 18:** Final Exam ordering deadline

**Your Info** [Sign Out](#)

John Smith  
 jsmith@southhs.edu  
 South High School

[Update School Information](#)  
[Update Personal Information](#)

**To Place a New Order:** Enter the number of exams that you would like for each subject in the Create/Change column.

**Please Note:** Orders that have been processed for shipment appear under "2016 Shipped" and cannot be decreased. To create a supplemental order for these subjects, enter the additional number of exams in the "Create/Change Order" column.

Exam Admin Date/Time <sup>+</sup>	Exam Title	Create Order	2016 Shipped**	2015 Used/Ordered
May 06/12:00 PM	Art History	<input type="text" value="0"/>	0	0/ 0
May 12/8:00 AM	Biology	<input type="text" value="0"/>	0	0/ 0
May 07/8:00 AM	Calculus AB	<input type="text" value="0"/>	0	0/ 0
May 07/8:00 AM	Calculus BC	<input type="text" value="0"/>	0	0/ 0
May 05/8:00 AM	Chemistry	<input type="text" value="0"/>	0	0/ 0

*Note: This screenshot does not show this year's exam dates.*

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# Checking Your Exam Shipment

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- You may track the status of your shipment on the AP Ordering website under “View Your Order Status/Track Shipment.”
  - AP coordinators must receive and check exam materials within 24 hours of their delivery in a secure area with only authorized staff present.
  - Contact AP Services for Educators immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.

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# Ordering Tips

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- **Order the correct number of exams:** Schools are charged a \$15 fee for each unused exam, so make sure you talk with both teachers and students to find out how many exams are needed for each course.
  - **Order exams for the correct course:** Nine AP subjects (Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, Calculus, and Studio Art) have more than one exam, so make sure you're ordering the right one.
  - **Determine if you need extra master CDs:** For AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam, some schools administer the speaking or sight-singing parts of the exams in multiple rooms. If you plan to do this, you should order master double CD sets or sight-singing CDs for each testing room. You'll also need extra master CDs if you have students using accommodations such as extended time that require separate testing rooms.

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# On Exam Day

AP<sup>®</sup>


CollegeBoard

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# No Borrowing or Lending of AP Exams

- 
- Schools are not permitted to borrow or lend exams.
  - Schools that borrow run the risk of administrative errors that could result in the need for retests
  - In the event that AP Services cannot fulfill a time-sensitive order for exams, the school may offer late-testing administration.

# AP Student Packs



## AP Student Pack 2018

**TEST-TAKER INFORMATION** (Please print clearly) Grade \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

School Code \_\_\_\_\_ AP No. \_\_\_\_\_

Fill in the square next to each AP® Exam you plan to take.

Week 1	Morning 8 a.m.	Afternoon 12 p.m.	
Monday, May 7	<input type="checkbox"/> Chemistry <input type="checkbox"/> Spanish Literature and Culture	<input type="checkbox"/> Psychology	
Tuesday, May 8	<input type="checkbox"/> Seminar <input type="checkbox"/> Spanish Language and Culture	<input type="checkbox"/> Art History <input type="checkbox"/> Physics 1: Algebra-Based	
Wednesday, May 9	<input type="checkbox"/> English Literature and Composition	<input type="checkbox"/> Japanese Language and Culture <input type="checkbox"/> Physics 2: Algebra-Based	
Thursday, May 10	<input type="checkbox"/> United States Government and Politics	<input type="checkbox"/> Chinese Language and Culture <input type="checkbox"/> Environmental Science	
Friday, May 11	<input type="checkbox"/> German Language and Culture <input type="checkbox"/> United States History <input type="checkbox"/> Studio Art	<input type="checkbox"/> Computer Science Principles	
Week 2	Morning 8 a.m.	Afternoon 12 p.m.	Afternoon 2 p.m.
Monday, May 14	<input type="checkbox"/> Biology <input type="checkbox"/> Music Theory	<input type="checkbox"/> Physics C: Mechanics	<input type="checkbox"/> Physics C: Electricity and Magnetism
Tuesday, May 15	<input type="checkbox"/> Calculus AB <input type="checkbox"/> Calculus BC	<input type="checkbox"/> French Language and Culture <input type="checkbox"/> Computer Science A	
Wednesday, May 16	<input type="checkbox"/> English Language and Composition	<input type="checkbox"/> Italian Language and Culture <input type="checkbox"/> Macroeconomics	
Thursday, May 17	<input type="checkbox"/> Comparative Government and Politics <input type="checkbox"/> World History	<input type="checkbox"/> Statistics	
Friday, May 18	<input type="checkbox"/> Human Geography <input type="checkbox"/> Microeconomics	<input type="checkbox"/> European History <input type="checkbox"/> Latin	

NOTE: AP Research students will complete an answer sheet to provide information needed to score submitted performance tasks.

- These booklets arrive with exam shipments.
- They contain students' unique AP number labels, college codes, and other important information, including details on accessing exam scores at [apcentral.collegeboard.org](https://apcentral.collegeboard.org/ap/score).

## ✓ Best Practices:

- Collect and store Student Packs between exam sessions.
- Remind students to hold on to their Student Packs or AP number cards after the exams, as they will need their AP number (or Student ID number) to access score reports and other services.



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# Preparing Exam Rooms

Room setup requirements:

- Students seated at least **five feet** apart (unless scrambled format is used). Distance between students should be measured from the center of one student to the center of the next student.
- All students facing the same direction
- No subject-related information posted on the walls
- Elevated seating: seat students no less than five feet behind one another
- If testing students off-site, ensure that rooms are set up properly prior to the exam administration.
- Control the environment (good lighting and ventilation, quiet location, etc.)

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# Mandatory Seating Charts

- All schools **must** complete a seating chart for every exam they administer and **retain it for at least six months**. (Your state or district may require you to retain seating charts for a longer period of time.)
- Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.
- Having seating charts on file with schools will help expedite an investigation of a report incident should one occur and prevent score reporting delays.
- Schools may **use either the 11-digit serial number of the exam booklets or students' full names** on the seating charts.
- ▶ **More information:** [collegeboard.org/APseatingcharts](https://collegeboard.org/APseatingcharts)



---

# Security: Exam Room

- **No electronic equipment (cell phone, smartphone, smartwatch, tablet computer, portable listening or recording device (MP3 player or iPod), camera or other photographic equipment, devices that can access the internet, or any other electronic or communication devices) are allowed during the administration or breaks.**
- If a student is found to have a cell phone or any other electronic device, the device must be confiscated, and the student must be dismissed from the testing room. The student's score will be canceled.
- ✓ **Best Practice:** Collect cell phones in paper lunch bags or Ziplock bags at the door to the testing room and either write the student's name on each bag or adhere an AP student label to it.

---

# Exam Security

- If a student posts to any form of social media during the exam, the student's scores will be canceled and no retest will be permitted. After the exam, if a student posts information about unreleased exam content, the student's scores will be canceled and no retest will be permitted.
- Schools that violate security policies will not be permitted to administer AP Exams in the future and may be held responsible for any damages or losses the College Board and ETS may incur in the event of a security breach.
- When the College Board determines that a student's testing experience did not meet the College Board's standards for administering exams — even through no fault of the student — the College Board reserves the right to cancel an AP Exam score.

**More Information:** Exam security policies and tips for coordinators and proctors will be detailed throughout the *AP Coordinator's Manual*.

---

# Documenting Fee Reductions

**Step One:** Fill in the appropriate fee reduction circle on the student's answer sheet in the "School Use Only" section:

- **Option 1:** Low-Income Students (who qualify based on the eligibility criteria for the College Board fee reduction)
- **Option 2:** Non-Low-Income Eligible Students (eligible for subsidies based on state criteria other than the College Board fee reduction policy)

SCHOOL USE ONLY	
Section Number	Fee Reduction Granted
(1) (2) (3) (4) (5) (6) (7) (8) (9)	(1) Option 1 (2) Option 2



This only needs to be done once, regardless of the number of exams a student takes.

**Step Two:** Enter the number of AP Exams qualifying for fee reductions when you calculate your total amount due online.



---

# Designating Section Numbers

If your school has either a) AP teachers with multiple class sections, or b) multiple teachers teaching the same AP subject, your school and teachers can receive very useful score reports tailored to each section, if, and only if, you do the following:

- Assign each section/teacher a number (1-9) and designate this on students' answer sheets under "School Use Only."
- Be sure to inform teachers of their designated section numbers.
- This feature also helps your school control which teachers see which students' scores.



SCHOOL USE ONLY	
Section Number:	Fee Reduction Granted
(1) (2) (3) (4) (5) (6) (7) (8) (9)	(1) Option 1 (2) Option 2

- ▶ **More Information** about viewing score reports by section is at [collegeboard.org/apsections](https://collegeboard.org/apsections).

# Returning Exam Materials

## Packing List:

- Create a packing list at [collegeboard.org/apordering](http://collegeboard.org/apordering).
- The packing list documents exams in your return exam shipment(s).
- The packing list must be submitted electronically for each shipment.
- A hard copy also must be included in the shipment

Split-Shipment Week 2 Shipment									
Exam Code	Exam Title	Ordered	Shipped	Used Materials				Unused Exams	Returned CDs/Tapes/Online Submissions
				Answer Sheets	Free-Response Booklets	Multiple-Choice Booklets	Orange Booklets		
20	Biology	119	119	116	116	116		3	
75	Music Theory	40	40	40	40	40	40	0	
	Master Listening CD	2	2						0
	Master Sight-Singing CD	2	2						0
	Online Submission	N/A	N/A						0
80	Physics C: Mechanics	124	124	113	113	113		11	
82	Physics C: Electricity & Magnetism	113	113	97	97	97		14	
57	Government & Politics: United States	9	9	7	7	7		2	
<b>Total</b>		454	454	413	413	413	80	33	42
Discrepant Quantities									
Exam Code/Title		Quantity	Reason for Discrepancy						
82 Physics C: Electricity & Magnetism		2	Shipping Shortage						

✓ **Best Practice:** Print out a blank packing slip before the administration, and fill it out as you complete each exam. This makes completing the final packing list online a simple matter of data entry.

---

# Returning Exam Materials

- Exams must be packed and returned within one business day of your last exam for that administration (regular or alternate).
  - If you administer Friday exams, you may return your exams on the Monday following that exam.
- Split shipment (for schools that order 150 or more regularly scheduled exams and who are testing over the 2 AP Exam administration weeks): Return Week 1 exams after the first week of testing and return Week 2 exams after the second week of testing.
- Schools will be billed twice the fee for each exam in shipments received after June 1.
- **More information** will be in the *AP Coordinator's Manual*:
  - Instructions for packing, sealing, and labeling cartons
  - How to create a packing list
  - What to pack; what not to pack
  - Special instructions for Studio Art Exams and exams for students with disabilities

# Invoicing and Payments

Go to [collegeboard.org/apordering](https://collegeboard.org/apordering) and click the link to access AP Exam Ordering.

The screenshot shows the AP Central website interface. At the top, there is a navigation bar with the CollegeBoard logo and 'AP' on the left, and a user profile icon labeled 'Apo' and a search bar on the right. Below the navigation bar, there is a secondary menu with 'AP Central' on the left and several dropdown menus: 'Home', 'AP Courses & Exams', 'AP Score Reports & Data', 'Professional Development', 'Start & Grow AP', and 'AP Coordinators'. The main content area features a large blue banner with the text 'Ordering Exam Materials'. Below the banner, there is a breadcrumb trail: 'AP Central / AP Coordinators / Exam Ordering & Fees / Ordering Exam Materials'. On the left side, there is a sidebar menu with 'AP Coordinators' at the top, followed by 'Overview', 'Important Changes', 'Annual Calendar & Deadlines', and 'Exam Ordering & Fees' (which is highlighted with a blue bar). The main content area below the banner has a blue header 'AP Exam Ordering' and a text block that reads: 'Use AP Exam Ordering to order AP Exams, create packing lists for return shipments, and generate an invoice. For help using the site, go to AP Exam Ordering Help.' Below this text is a 'Sign In' button.

AP Central / AP Coordinators / Exam Ordering & Fees / Ordering Exam Materials

AP Coordinators

- Overview
- Important Changes
- Annual Calendar & Deadlines
- Exam Ordering & Fees**


### AP Exam Ordering

Use [AP Exam Ordering](#) to order AP Exams, create packing lists for return shipments, and generate an invoice. For help using the site, go to [AP Exam Ordering Help](#).

[Sign In](#)



# On the Landing Page, click on the 'Generate Invoice' link

Order AP Exams	Return & Pay for Exams
<ul style="list-style-type: none"><li>↘ Enter Enrollment Data</li><li>↘ Change AP Exam Order</li><li>↘ Order AP Studio Art Exams</li><li>↘ Order Braille and Large-Type Exams</li><li>↘ Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts</li></ul>	<ul style="list-style-type: none"><li>↘ Create/View Packing List Each exam shipment you return must include a completed Packing List.</li><li>↘ Generate Invoice  You will be asked specific questions about fee reduction credits, so have that information on hand before you begin.</li></ul>
<ul style="list-style-type: none"><li>↘ Change Late-Testing Exam Order</li><li>↘ Order Braille and Large-Type Late-Testing Exams</li><li>↘ Order Score Labels and Free-Response Booklets</li><li>↘ Request AP Exam Fee Reductions</li><li>↘ View Your Order Status/Track Shipments</li><li>↘ View Cumulative Order</li></ul>	<h3 data-bbox="967 798 1713 865">AP Resources and Tools</h3> <ul style="list-style-type: none"><li>↘ AP Insight New! Classroom tools designed by expert teachers to help students succeed.</li></ul>

# After Reading the instructions, click 'Next' to begin generating your invoice

⚠ Your AP Exam invoice will be electronically submitted to the AP Program. However, you must also print and mail the "Program Copy" of your completed invoice with payment to the AP Program. The postmark deadline for returning your invoice with payment is June 15. If you generate your invoice or mail it to the AP Program after June 15, a \$225 late fee will be assessed. Failure to mail a hard copy of your invoice to the AP Program along with your payment could result in late fees, inaccurate crediting of federal and state fee reductions to your school's account, and potentially, the inability to order AP Exams next year. Please also make sure to send a hard copy of your invoice to your State Department of Education if required.

<b>Your Info</b>	<a href="#">Sign Out</a>
⌵ Update School Information	
⌵ Update Personal Information	

Free-response booklet orders and discrepancies found during the exam check-in process are not accounted for in this invoice. Consequently, your school may receive subsequent invoices to be paid upon receipt.

## Before You Begin

- Make sure you have all the copies of the Packing Lists you sent in with return exam shipments.
- If you have students who are eligible for fee reductions, make sure the oval for Option 1 or Option 2 is filled in on those students' answer sheets.

**Note:** Use the "Previous" and "Next" buttons at the bottom of the page to move between screens. **DO NOT** use the forward or back buttons on your browser.

⌵ Cancel

⌵ Next



## Step 4: Enter Used and Unused Exam Quantities.

Once data is entered, click 'Next' to move to the next page.

### Enter Used and Unused Exam Quantities

**Total number of exams ordered:**

**45**

How many of these exams did you use?

40



How many of these exams did you **not** use?

5



---

⏪ Previous

Next ⏩



**Enter Unused & Alternate Exam credit quantities where applicable.**

**Note: If the Coordinator enters zero for unused exams on the prior page, this page will be skipped**

**Once entered, click 'Next' to move to the next page.**

### Enter Unused Exam Credits

**Number of unused exams:**

5

How many of these unused exams were used as reader copies?

0

How many of these unused exams were replaced by alternate exams?

0

⏪ Previous

Next ⏩

Reader copies are used for students with specific accommodations

Unused exam fees are not charged if a student unexpectedly missed the operational exam administration and instead tested during the alternate window

# Step 6: Enter Fee Reductions. Once entered, click 'Next' to move to review and submit your invoice.

## Enter Fee Reductions

**Number of Used Exams:** 40

This is the maximum number of exams eligible for College Board Fee Reductions.

**Number of Unused Exams:** 5

### Option 1 Fee Reduction

#### College Board Fee Reduction

How many of your used exams were eligible for a College Board fee reduction?

Enter the number of used 'low-income' exams that are eligible for a College Board fee reduction.

[Click here to read eligibility guidelines for College Board fee reductions.](#)

⏪ Previous

Next ⏩



# Step 7: Review and Submit your invoice.

 Edit Invoice  Submit Invoice



Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	40	\$84.00	\$3,360.00
B. Unused exams	5	\$15.00	\$75.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late payment fee	0	\$225.00	\$0.00
<b>Total Fees</b>			<b>\$3,435.00</b>

If you need to make any adjustments to your invoice, click 'Edit Invoice'. You will return to Step 4.

If the invoice looks correct, please click 'Submit Invoice'. It is required that you submit your final invoice by **June 15**.

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	<del>\$32.00</del>	\$640.00
L. Contractual Credit	0	\$0.00	\$0.00
Adjustments:			\$0.00
<b>Total Credits</b>			<b>0</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>		2975.00	<b>0</b>

Each low-income exam receives a \$32 fee reduction from the College Board.

State Reimbursement			
After sending the amount your institution owes (above) to the AP Program, it is your school's responsibility to work directly with your state office to receive reimbursement for AP Exam fees. The information below is based on the answers you supplied to questions about fee reductions as well as the state subsidy information we have on file.			
Exam Subsidy	Quantity	Credits per Item	Total
M. Option 1 Alabama Fee Reduction	20	0	1060.00
N. Option 2 Alabama Fee Reduction	0	\$0.00	\$0.00
<b>Total Reimbursement</b>			<b>\$1,060.00</b>

The Alabama State DOE will reimburse schools \$53 per low-income exam.

 Edit Invoice  Submit Invoice

# Step 8: Print your invoice.

[Edit Invoice](#) [Submit Invoice](#)

Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	40	\$84.00	\$3,360.00
B. Unused exams	5	\$15.00	\$75.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late payment fee	0	\$225.00	\$0.00
<b>Total Fees</b>			<b>\$3,435.00</b>

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$32.00	\$640.00
L. Contractual Credit	0	\$0.00	\$0.00
Adjustments:			\$0.00
<b>Total Credits</b>			<b>0</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>			<b>2975.00</b>

State Reimbursement			
After sending the amount your institution owes (above) to the AP Program, it is your school's responsibility to work directly with your state office to receive reimbursement for AP Exam fees. The information below is based on the answers you supplied to questions about fee reductions as well as the state subsidy information we have on file.			
Exam Subsidy	Quantity	Credits per Item	Total
M. Option 1 Alabama Fee Reduction	20	0	1060.00
N. Option 2 Alabama Fee Reduction	0	\$0.00	\$0.00
<b>Total Reimbursement</b>			<b>\$1,060.00</b>

[Edit Invoice](#) [Submit Invoice](#)

You must print and mail the "Program Copy" of your invoice with any payment due to the AP Program.

To print your invoice, click the "Print Invoice" button on this page.

Payment should be made payable to "AP Exams" and mailed with your invoice to:

AP Program  
P.O. Box 6671  
Princeton, N.J. 08541-6671

Please note that two (2) additional copies of the invoice will print. A "School Copy" for you to retain for your records and a "State Copy" for you to send to the Alabama Department of Education.

# Send the “State Copy” of the Invoice to the Alabama DOE

## AP Exam Invoice: State Copy

2/17/2017 11:35

010335  
**THE ALTAMONT SCHOOL**  
 4801 ALTAMONT ROAD  
 BIRMINGHAM, AL 35213

AP Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_

AP Coordinator Email: \_\_\_\_\_

### State Contact Information:

Michal Robinson  
 Alabama Department of Education  
 3345 Gordon Parsons Building , P.O. Box 302101 Montgomery, AL 36130

Most states require schools to send them a copy of this invoice in order to pay those exam fees. Check your state's fee reduction policy to determine whether or not you need to supply them with a copy of this invoice. If your state requires that you send them a copy of this invoice, please sign the statement below and send it to the designated contact.

I verify that all of the information provided is accurate to the best of my knowledge and may be used by my state as documentation of its fee assistance contribution:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	40	\$84.00	\$3,360.00
B. Unused exams	5	\$15.00	\$75.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
<b>Total Fees</b>			<b>\$3,435.00</b>

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$31.00	\$620.00
L. Contractual credit	0	\$0.00	\$0.00
Adjustments			\$0.00
<b>Total Credits</b>			<b>\$620.00</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>			<b>\$2,815.00</b>

State Reimbursement			
After sending the amount your institution owes (above) to the AP Program, it is your school's responsibility to work directly with your state office to receive reimbursement for AP Exam fees. The information below is based on the answers you supplied to questions about fee reductions as well as the state subsidy information we have on file.			
Exam Subsidy	Quantity	Credits per Item	Total
M. Option 1 Alabama Fee Reduction	20	\$33.00	\$660.00
N. Option 2 Alabama Fee Reduction	0	\$0.00	\$0.00
<b>Total Reimbursement</b>			<b>\$660.00</b>

- In order to receive reimbursement, you must send the state copy of your invoice to the Alabama DOE.
- The state copy of the invoice should be sent to Michal Robinson – the address is included on the invoice:

Michal Robinson  
 Alabama Department of Education  
 3345 Gordon Parsons Building  
 P.O. Box 302101  
 Montgomery, AL 36130

# **ALSDE Processes for Reimbursement of Low-Income Students**

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# Fee Reductions

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ALSDE will reimburse public schools for low-income students:

- \$53 per AP Exam
- \$101 per AP Seminar Exam and AP Research Exam
- **The final fee for all AP Exams for low-income students is \$0 after reimbursement.**





**Alabama State Department of Education  
2018-2019 AP Exam Fee Reduction**

	Low Income Students		Non-Low Income Students	
	AP Exams (excluding AP Capstone exams)	AP Seminar/Research Exams (AP Capstone exams)	AP Exams (excluding AP Capstone exams)	AP Seminar/Research (AP Capstone exams)
Total Cost per AP Exam	\$94	\$142	\$94	\$142
1. College Board fee waiver per exam	\$32	\$32	\$0	\$0
2. Administrative fee that school waives (ALSDE/A+ asks that low-income students not be charged the \$9 local fee)	\$9	\$9	\$0	\$0
3. ALSDE contribution per exam	\$53	\$101	\$0	\$0
4. Parent/School contribution per exam (Cost of AP Exam minus the sum of Rows 1-3)	\$0	\$0	\$94	\$142



**Equip.  
Empower.  
Expect More.**

**A+ College Ready Program Schools  
2019 AP Exam Fees**

<b>A+ College Ready supported Exams</b>	<b>Low Income Exams</b>	<b>Non Low-Income Exams</b>
Total Cost per AP Exam	\$94	\$94
1. College Board fee waiver per exam	\$32	\$0
2. Administrative Fee that school waives (ALSDE/A+ asks that all students not be charged the \$9 local fee)	\$9	\$9
3. A+ College Ready Contribution per exam	\$8	\$60
4. ALSDE Contribution per exam	\$45	\$0
5. Parent/School contribution per exam (Cost of AP Exam minus the sum of Rows 1-4)	<b>\$0</b>	<b>\$25</b>

---

# What Your School Must Do to Get Reimbursed

---

Your school's AP coordinator should take the following steps.

## **Before the exams:**

- Determine the total number of students in your school who are eligible for fee reductions for low-income students.
- Determine the total number of exams they will take.
- Enter these numbers on the AP Exam Ordering website before ordering exams.

---

# What Your School Must Do to Get Reimbursed

---

Your school's AP coordinator should take the following steps.

## **After the exams:**

- Fill in the "Option 1" circle on each qualifying student's registration answer sheet.
- When generating your invoice online, enter the total number of exams taken by qualifying low-income students.
- Send \$53 to the AP Program for each AP Exam, except AP Seminar and AP Research Exams, taken by qualifying low-income students.
- Send \$101 to the AP Program for each AP Seminar Exam and each Research Exam taken by qualifying low-income students.
- Submit a copy of your school's invoice and the reimbursement form the state requires to ALSDE. The reimbursement form can be found on [ALSDE AP's web page](#).

# 2019 Request for Payment Form

Contact: Dr. Michal Grant Robinson,  
AP Program Manager  
Instructional Services Section  
Alabama Department of  
Education

Phone: 334-694-4768

Email: [apib@alsde.edu](mailto:apib@alsde.edu)

**State of Alabama**  
**Advanced Placement (AP) and International Baccalaureate (IB) Test Fee Program**  
**2019 AP/IB Request for Payment Form**

Please enter the school district and high school below (separate form to be completed for each high school). In the table below, fill in the correct number of exams, multiply by amount of reimbursement per test, and enter that amount in the cost column. Compute the total cost at the bottom of the cost column. The total cost for AP test fee reimbursement must match the cost on the *College Board AP Exam Invoice: State Copy* accompanying this form.

City or County School District: \_\_\_\_\_

High School: \_\_\_\_\_

Number of Tests Taken By Eligible Low-Income AP and IB Students	Cost
[    ] AP Exams (except AP Seminar/Research) x \$ 53.00	
[    ] AP Seminar and AP Research Exams x \$ 101.00	
[    ] IB Exams x \$ 100.00 (ALSDE will not pay any part of the registration fee)	
<b>TOTAL REIMBURSEMENT DUE</b>	

Name of District AP/IB Coordinator \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

I verify that the above information is correct.

\_\_\_\_\_  
Signature of School Principal Date

\_\_\_\_\_  
Signature of LEA Chief School Financial Officer Date

\_\_\_\_\_  
Signature of District Superintendent Date





# Alabama State Department of Education

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Instructional Services > AP/IB Information: AP

AP

IB

Contact Information

Title	Description	Modified
<a href="#">2019 A+ College Ready AP Fee Reductions</a>	Fee reductions for A+ College Ready Program Schools' AP exams for the 2019 test administration. Please contact Dr. Michal G. Robinson <a href="mailto:apib@alsde.edu">apib@alsde.edu</a> for more information.	1/24/2019
<a href="#">2019 Advanced Placement/International Baccalaureate Exam Fee Reduction Program</a>	Request for payment form for reimbursement of AP/IB exam fees for exams administered in 2018-2019 School Year. Deadline for submission is July 31, 2019. Contact <a href="mailto:apib@alsde.edu">apib@alsde.edu</a> for more information.	3/7/2019
<a href="#">2019 Alabama AP Fee Reductions</a>	Fee reductions for AP exams to include AP Capstone exams for the 2019 test administration. Please contact Dr. Michal G. Robinson <a href="mailto:apib@alsde.edu">apib@alsde.edu</a> for more information.	1/24/2019
<a href="#">AP Central</a>	This link will take users to the College Boards AP website which provides comprehensive information for various audiences.	10/28/2015
<a href="#">AP Coordinator's Manual</a>	The AP Coordinator's Manual is the primary source of information for AP coordinators and proctors on nearly all aspects of administering AP Exams.	2/22/2017
<a href="#">AP Exam Ordering Deadlines</a>	Use this page as your guide to spring AP Exam ordering deadlines.	2/21/2017
<a href="#">AP Exam Schedule</a>	The AP Exams will be administered over two weeks in May. Coordinators are responsible for notifying students when and where to report for the exams.	2/22/2017

<http://www.alsde.edu/sec/isvcs/Pages/apib-all.aspx>

# Best Practice Tips

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# Preadministration Session

Save 30 minutes or more per exam session by requiring all AP students to complete the personal identification section of their answer sheets in a session you conduct before exam day.

- Choose the preadministration option when you order your exams: By choosing this option, you'll receive your answer sheets, AP Student Packs, and other materials early.
- Not all students need to complete preadministration materials at the same time.

## More information:

- Instructions and a script for conducting a preadministration session will be in the *AP Preadministration Instructions* booklet provided with preadministration shipments (available online in the spring).
- Visit [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads) to download a PowerPoint presentation you can use during preadministration sessions to ensure accurate bubbling (available in the spring).

[< Back](#)

## AP Coordinators

[Overview](#)[Important Changes](#)[Annual Calendar & Deadlines](#)[Exam Ordering & Fees](#)[Preparing for Exam Day](#)[Exams Requiring Special Prep](#)[On Exam Day](#)[After the Exams](#)[Resource Library](#)[AP Coordinator Comment Form](#)[Administer the AP Exam Internationally](#)

## AP Coordinator Tutorial

Below is a series of brief videos designed to give you an overview of your responsibilities before, during, and after the 2018-19 AP Exam administration. Throughout the tutorial, we let you know exactly where to go for further details.

- [1. The Basics](#) →
- [2. Getting Started](#) →
- [3. Ordering](#) →
- [4. Preparing for the Exams](#) →
- [5. On Exam Day](#) →
- [6. After the Exams](#) →
- [7. Exams Requiring Special Preparation](#) →
- [8. What's New?](#) →

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# Pulling It All Together:

## Master Schedule

- 
- ✓ **Best Practice:** Create a chart or spreadsheet that records:
    - Name of AP Exam
    - Number of students testing
    - Number of students with disabilities who will be testing with accommodations (e.g., braille or large-type exams)
    - Room assignments
    - Proctor assignments
    - Time allocation
    - Equipment needed
  
  - ▶ Download the spreadsheet for proctor scheduling and room organization at [collegeboard.org/apdownloads](https://collegeboard.org/apdownloads).

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# Don't Forget!

- 
- Read, read, and reread the AP Coordinators Manual!
  - Review Resources for Coordinators at AP Central:  
[http://apcentral.collegeboard.com/apc/public/ap\\_coordinators/resource\\_library/index.html](http://apcentral.collegeboard.com/apc/public/ap_coordinators/resource_library/index.html)
    - Download the Preadministration PPT
  - Sign up for the AP Coordinator Community:  
[https://apcommunity.collegeboard.org/web/ap\\_coordinators](https://apcommunity.collegeboard.org/web/ap_coordinators)
  - Breathe!



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# Questions?

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AP Services

**Phone: 877-274-6474**

Janet Swandol, Senior Director, K-12

The College Board

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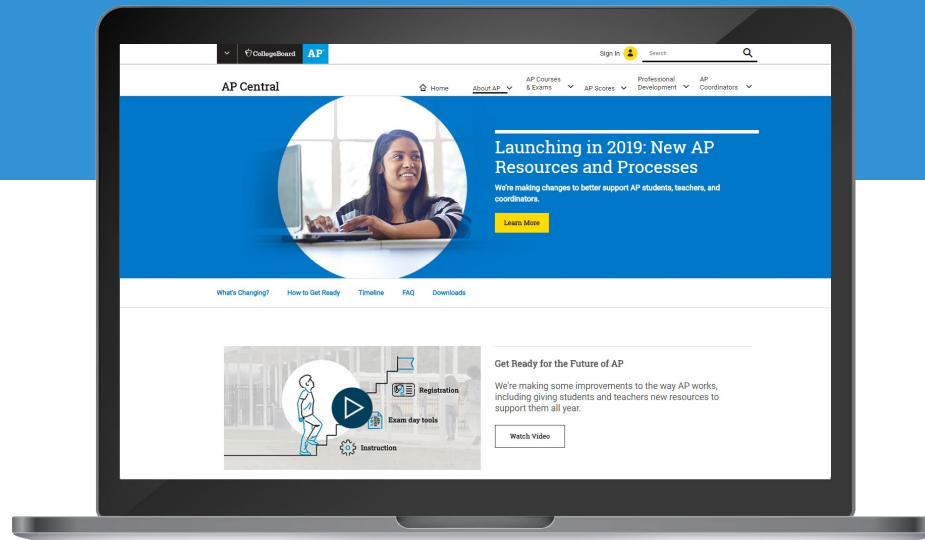
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# AP 2019

New fall online registration system and new resources for coordinators and teachers.



For more on the resources and process changes, please visit [collegeboard.org/ap2019](https://collegeboard.org/ap2019)



To register for an **AP Coordinator Workshop** near you, visit <http://collegeboard.org/ap2019workshops>



July 18–21, 2019 | Orlando, FL

## AP Annual Conference

Register

<https://apac.collegeboard.org/>