

2018-19 AP IMPLEMENTATION

AP[®] Coordinator's Manual

Part 1

INCLUDES:

- What's new for 2018-19
- Exam ordering policies and deadlines
- New fee policies
- Step-by-step instructions for using the AP Registration and Ordering system



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit collegeboard.org.

AP Equity and Access Policy

The College Board strongly encourages educators to make equitable access a guiding principle for their AP® programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

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Introduction

Your school is one of 800 chosen to implement new AP® classroom resources and annual processes in the 2018-19 school year, a year before all other schools.

AP coordinators, teachers, and students go to myap.collegeboard.org to access new systems and resources:

- **Coordinators** access the **AP Registration and Ordering system**, which they'll use to organize student exam registrations and submit their exam order.
- **Teachers** access the **AP Classroom system**, which they'll use to access free classroom resources.
- **Students** access **My AP**, which they'll use to enroll in class sections and access AP Classroom assignments from their teachers.

What's New

- **Free Classroom Resources:** AP teachers will have access to the AP Classroom system, which includes an online question bank of real AP Exam questions and performance results to help target additional practice on specific content and skills. Calculus and World History teachers will receive additional resources, including unit guides and unit tests developed by AP.
- **Digital Activation:** At the start of the school year, teachers and students log in to myap.collegeboard.org and complete a simple digital activation process. Digital activation gives students and teachers access to new resources and allows students to provide exam registration information before exam day.
- **Fall Exam Ordering:** After teachers and students complete digital activation, AP coordinators can access student rosters. Coordinators then review, adjust, and submit that information as the school's exam order by the October 4, 2018, priority ordering deadline (recommended) or the November 15, 2018, 11:59 p.m. ET, regular ordering deadline. No payment is due to the College Board until June 15. Exams may be added and canceled until March 1, 2019, 11:59 p.m. ET. An additional late order fee of \$40 per exam or a cancellation fee of \$40 per exam will apply, with certain exceptions; late orders or cancellations due to second semester courses or students who transfer into or out of your school will not incur fees. See pages 15–18 for details. Coordinators use the AP Registration and Ordering system (rather than the AP Exam Ordering website) to submit exam orders.
- **Student Registration Labels:** For each student included in your exam order, your school receives a set of personalized AP ID registration labels. The AP ID connects a student's exam materials with their registration information, reducing time spent bubbling in identification information before the exam and eliminating the need for preadministration sessions. This saves valuable time for AP students and teachers.

What's the Same

Most aspects of your school's AP program will stay the same. The exams students take in May are unaffected by this implementation. There are no changes to the base fee for the exam or the College Board fee reduction.

How and when to collect exam fees remains a school-level decision. The deadline for exam payments remains June 15, and scores will be reported on the usual timelines.

These processes are also unchanged:

- Proctor eligibility
- Reporting exam administration incidents using an Incident Report (IR) form
- Requesting SSD accommodations
- Completing the Nonstandard Administration Report (NAR) for students who take AP Exams with accommodations
- Recording students' speaking or sight-singing responses using digital recording technology and submitting the files to the AP Program via the Digital Audio Submission (DAS) portal

Using the AP Coordinator's Manual

As AP coordinator, you'll ensure that you, AP teachers, and AP students follow all policies and procedures in the *AP Coordinator's Manual*. This year you'll receive the *AP Coordinator's Manual: 2018-19 AP Implementation* in two parts:

- Part 1 provides instructions for the tasks that must be completed between the start of the school year and the November 15 regular exam ordering deadline. Part 1 will be available as a PDF in June and print copies will be mailed to schools in August.



In this Manual, this icon indicates additional instructions for using the AP Registration and Ordering system.

Topics included in Part 1 are:

- ♦ Exam ordering deadlines and policies
- ♦ Exam and related fees
- ♦ Fee reductions
- ♦ Ordering alternate exams for late testing
- ♦ Ordering exam materials for students with testing accommodations
- ♦ Updated ordering processes for AP Studio Art, AP Capstone™, and AP Computer Science Principles
- ♦ Initial setup in the AP Registration and Ordering system, including completion of the AP Participation Form
- ♦ Class section creation and student enrollment
- ♦ Reviewing, updating, and finalizing the exam order
- ♦ AP Classroom resources for AP teachers and students
- Part 2, available as a PDF in November and mailed to schools starting in December, has the information your school needs from the start of 2019 through the exam administration in May.

Topics included in Part 2 are:

- ♦ Making necessary updates to the exam roster in the AP Registration and Ordering system
- ♦ Exam security overview
- ♦ Checking and storing exam materials

- Preparing proctors
- AP proctor training
- Preparing students
- Exam day activities
- Administration incidents
- Postexam activities
- Returning exam materials
- Viewing and paying your invoice
- Score reporting services
- Exams that require special preparation, including: world language and culture, Music Theory, Capstone, Computer Science Principles, and Studio Art
- Exams for students with disabilities

Role of the AP Coordinator

As your school's AP coordinator, you have an important role—you'll manage the exam registration and ordering process; receipt, storage, distribution, administration, security, and return of AP Exam materials; and collection of fees and submission of final payment to the AP Program.

The AP coordinator can be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The AP coordinator can also designate an additional authorized staff person. The additional authorized staff person must follow the same policies and procedures as the AP coordinator, as detailed in Parts 1 and 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation*.

A conflict of interest may result in score cancellation. 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 coordinator works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- be employed part time 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.

Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* will include proctor eligibility criteria.

If a new AP coordinator takes over during the academic year, promptly update the coordinator information in the School Information and Participation Contacts section of the AP Registration and Ordering system (see page 33 for details). **The new AP coordinator must meet all AP coordinator eligibility requirements.**

The AP coordinator is responsible for safeguarding the content of AP Exams before, during, and after testing. The AP coordinator may never discuss multiple-choice and unreleased free-response content with anyone. The AP coordinator may only discuss exam content if it's released on the College Board website two days after the regularly scheduled exam administration.

Training and Support for AP Coordinators and Teachers

To help AP coordinators and teachers prepare for the 2018-19 AP implementation, we're developing a wide range of online events, in-person workshops, self-guided modules, videos, and other informational resources.

For AP Coordinators

- Visit collegeboard.org/ap2018 to access all training resources. On this site you can:
 - ♦ Register for training resources (see below).
 - ♦ Access 2018-19 AP implementation publications, including the *AP Coordinator's Manual: 2018-19 AP Implementation* (Part 1 available in summer 2018 and Part 2 available in fall 2018), *Bulletin for AP Students and Parents: 2018-19 AP Implementation* (in fall 2018), and *AP Exam Instructions: 2018-19 AP Implementation* (in spring 2019).
 - ♦ Download a toolkit to help you communicate the changes to your colleagues and students.
 - ♦ Get more details about the new classroom resources and annual processes.

Available Starting 5/21

Operational Overview Live Online Sessions

Introduces coordinators to the new systems, processes, and timelines coming in 2018-19. A recorded session will be available starting in June.

May 21; weekly sessions for 5 weeks

Introduction to the AP Registration and Ordering System Video

An overview of the new registration and ordering system.

May 21

Available Starting 7/19

Organizing Your AP Exam Administration Workshop

A version of the "Organizing Your Exam Administration" workshop at the AP Annual Conference for coordinators whose schools are in the 2018 implementation.

July 19 (preconference)
July 22 (postconference)

Available Starting 8/1

Registration and Ordering Live Online Sessions

Walks coordinators through registration, student enrollment, and placing orders in the new system. Recordings of each session will be available.

August 1; weekly through early November
Registration opens May 21

Self-Guided Modules

Step-by-step learning modules that go over key tasks for coordinators in the registration and ordering system.

August 1

Print Resources

Two comprehensive guides for participating schools:

- *The AP Coordinator's Manual, Part 1: 2018-19 AP Implementation*
- *Guide for Administrators and Teachers: 2018-19 AP Implementation*

Teacher and student handouts

Downloadable PDFs available in June
Print copies sent to schools in August

Available in January 2019

Exam Administration Live Online Sessions

Helps prepare schools for the AP Exam administration.

Available in January 2019; weekly through early March
Registration opens August 1

For AP Teachers

Beginning in May 2018, we'll share instructional resources for teachers, including overview videos on the new teaching resources and self-guided modules on key steps for teachers in the registration and ordering system. Teachers enrolled in AP Course Audit will be notified by email when these become available. Visit collegeboard.org/ap2018 to access all training resources.

FOR AP TEACHERS—ALL SUBJECTS

Available Starting 5/21

Question Bank Overview Video

An introduction to the new AP question bank.

May 21

Available Starting 8/1

Introduction to the AP Classroom & the Question Bank Live Online Sessions

An overview of the new AP systems, processes, and resources, including the question bank. A recorded session will be available starting in August.

August 1; weekly sessions for 7 weeks

Registration opens May 21

Self-Guided Modules

Step-by-step learning modules that go over class section creation, exam registration, and the AP Classroom system.

August 1

Print Resources

Easy-to-follow instructions for important student enrollment tasks:

- Teacher quick reference sheet
- Student quick reference sheet

August 1

ADDITIONAL FOR AP CALCULUS AND AP WORLD HISTORY

Available Starting 5/21

Welcome to the AP Classroom, Getting to Know the Unit Guides, AP Classroom Assessment Videos

Videos that introduce AP Calculus and World History teachers to the additional resources available to them. (Three videos for each subject.)

May 21

Available 8/1

Introduction to the New AP Calculus Resources Live Online Session

Introduction to the New AP World History Resources Live Online Session

Live online sessions that provide an overview of the additional resources available to AP Calculus and World History teachers. A recorded session of each will be available starting in August.

Registration opens May 21

2018-19 AP Calendar



BEFORE SCHOOL STARTS: Get ready

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure the Course Audit Form is approved for any new 2018-19 AP course and AP teacher.

AUG
1

BEGINNING AUGUST 1, 2018: Access myap.collegeboard.org and complete AP Participation Form

- AP Registration and Ordering and AP Classroom systems are available.
- **Principal** receives email and letter with access code for the AP Registration and Ordering system. *(See page 30.)*
- **AP coordinator** receives the access code from the principal and completes the AP Participation Form in the system. *(See pages 30–33)*
- **Teachers** who have appropriate Course Audit approval can access the AP Classroom system. *(See pages 33–34.)*



FIRST WEEK OF CLASS: Create class sections in myap.collegeboard.org

- **The AP coordinator or the teacher** sets up AP class sections in the system and invites students to join. *(See pages 37–39.)*
- **Students** log in to My AP and enroll in the class sections for **each** AP class they're taking, using the unique join code for each section supplied by the teacher or coordinator. *(See pages 40–41.)*
- **Teachers and students** begin using the question bank and other resources and supports. *(See pages 55–63.)*

OCT
4

BY OCTOBER 4, 2018: Complete section enrollment; priority ordering deadline

- Ensure all students are in the system.
- Recommended deadline for the **AP coordinator** to submit the exam order. Orders may be submitted without additional fees until November 15 11:59 p.m. ET.

NOV
15

BY NOVEMBER 15, 2018, 11:59 p.m. ET: Regular ordering deadline

- Deadline for the **AP coordinator** to submit the exam order. No payment is due until June.
- Each exam ordered after this date (and until March 1, 2019, 11:59 p.m. ET) will incur an additional \$40 late order fee; some exceptions apply. *(See pages 15–18.)*
- Exams may be canceled after this date (and until March 1, 2019, 11:59 p.m. ET), but \$40 will be charged per exam; some exceptions apply. *(See pages 15–18.)*

MAR
1

BY MARCH 1, 2019, 11:59 p.m. ET: Submit final updates for AP Exam order

- Deadline for the **AP coordinator** to update the exam order with any late orders or canceled exams (fees may apply); deadline to submit the exam order for second semester courses. *(See page 28.)*

APR
2019

APRIL 2019: Receive student labels





- Schools receive shipments of personalized student registration (AP ID) labels and AP Exams.

JUN
15

BY JUNE 15, 2019: Pay invoice

- Schools submit payment for their invoice.

The following shows you the steps taken by coordinators, students, teachers, and your school principal.

 Access and Setup	
1. PRINCIPAL	receives AP Registration and Ordering access code via mailing and email; gives access code to AP coordinator (<i>p. 30</i>)
2. COORDINATOR	goes to myap.collegeboard.org and logs in to the AP Registration and Ordering system with the access code and their College Board professional username and password; reviews and accepts the system Terms and Conditions (<i>p. 30</i>)
3. COORDINATOR	reminds new AP teachers to add courses to AP Course Audit (<i>p. 33–34</i>)
4. COORDINATOR	reviews and electronically signs the AP Participation Form (<i>p. 31–33</i>)
 Section Creation	
1. NEW AP TEACHERS	add course(s) in AP Course Audit and complete course audit form to enable class section creation and access to AP Classroom resources (<i>p. 34</i>)
2. COORDINATOR OR TEACHER	creates class sections in the system (<i>p. 37 and 56</i>); only coordinators can create exam-only sections (<i>p. 38</i>)
3. COORDINATOR OR TEACHER	shares join codes with AP students (<i>p. 40 and 57</i>)
 Enrollment	
1. STUDENT	goes to myap.collegeboard.org and logs in using existing College Board student account, or signs up to create a new one if needed (<i>p. 61</i>)
2. STUDENT	enters join code for each of their class sections to enroll (<i>p. 61</i>); if coordinator has enabled advanced exam decision indicator setting, student also indicates exam registration (<i>p. 62</i>)
3. STUDENT	completes registration information during initial enrollment (<i>p. 62</i>)
 Order Finalization	
1. COORDINATOR	reviews exam roster, makes updates as needed (<i>p. 46–53</i>)
2. COORDINATOR	submits exam order by ordering deadline (<i>p. 54</i>)

2018-19 AP Coordinator Planning Calendar

This detailed calendar will help you plan your school's AP Exam administrations. It includes key deadlines as well as recommendations for monthly tasks to help you prepare for the AP Exam administration. New milestones for 2018-19 are labeled as **NEW**. Critical deadlines and steps are highlighted in bold.

August

- **NEW** School principals receive the 2018-19 access code mailing, containing the access code AP coordinators need for initial entry to the AP Registration and Ordering system. Also included: the *AP Coordinator's Manual, Part 1: 2018-19 AP Implementation* and the *Guide for Administrators and Teachers: 2018-19 AP Implementation*. Additionally, principals receive the access code via email.
- **NEW** Principals share the access code with the AP coordinator and let AP teachers know they can begin accessing the AP Classroom system.
- **NEW** Ensure new AP teachers 1) add their course(s) to AP Course Audit; and 2) complete the AP Course Audit form and have the form approved by your school's Course Audit administrator. New AP teachers need to complete these steps first so class sections can be created for their courses (either by them or the coordinator), and to access the AP Classroom system. (See pages 33–34 for details.)

August–September

- **NEW** AP coordinators access the AP Registration and Ordering system using the access code provided by the school principal. AP coordinators or teachers create class sections in the system.
- Carefully read the *AP Coordinator's Manual, Part 1: 2018-19 AP Implementation*, making note of new processes, deadlines, and fees. Note items that will need follow-up.
- Visit collegeboard.org/ap2018 to review and register for training sessions.
- **Review all new 2018-19 processes** with members of your school (principal, AP teachers, AP students).
- Identify students who are eligible for College Board fee reductions. In the AP Registration and Ordering system, you'll need to indicate students who have fee reductions; a best practice is to indicate students' fee reduction status by the time you submit your school's AP Exam order. (See pages 18–21 for details.)

September

- Schedule an AP information session for students and parents. Download resources from collegeboard.org/ap2018.
- If your school collects fees from students and families, determine how and when the fees will be collected. If your school requires a deposit for each exam ordered (e.g., \$40 to cover the cost of a canceled exam), collect it. (Reminder: The deadline for exam payments remains June 15.)
- Print or make copies of the 2019 AP Exam schedule and distribute it to teachers and administrators. Confirm the 2019 AP administration dates are noted on the school calendar.
- AP Studio Art teachers receive copies of the 2018-19 AP Studio Art brochure.
- Meet with the SSD coordinator to discuss the eligibility process and applicable AP students.
- Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic). Identify which students may need alternate exams for late testing. You'll need to include this information by the time you submit your exam order.

- Visit collegeboard.org/ap2018 for updated information and resources.
- 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. (Note: The AP Coordinator Community is for all AP coordinators, not just those participating in the 2018-19 AP Implementation.)

October

- **NEW 10/4: Priority ordering deadline.** (Recommended)
- **10/15:** Course Audit administrators should renew previously authorized courses by this date. (Administrators should correct any inaccuracies or omissions before the release of the AP Course Ledger on 11/1.)

November

- **NEW 11/15, 11:59 p.m. ET: Regular ordering deadline. Exam orders submitted after this date will incur an additional \$40 per exam late order fee; some exceptions apply.** (See page 17.)
- **NEW** The Studio Art Digital Submission web application is available. Coordinators and teachers will receive an access email from the AP Program.
- AP Course Ledger of authorized 2018-19 AP courses is available online.
- 2018 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools.

December

- AP Potential™ is available. Principals and AP coordinators receive their access codes, which are also available in the K–12 score reporting portal. Visit appotential.collegeboard.org.
- The AP Program begins to ship copies of the *Bulletin for AP Students and Parents: 2018-19 AP Implementation* and the *AP Coordinator's Manual, Part 2: 2018-19 AP Implementation* in separate shipments to schools whose coordinator has electronically signed the AP Participation Form by the November 15 regular ordering deadline.
- Carefully read the *AP Coordinator's Manual, Part 2: 2018-19 AP Implementation*, making note of AP Program changes and items requiring follow-up.
- Distribute the *Bulletin for AP Students and Parents: 2018-19 AP Implementation* to all AP students and encourage them to read it, especially the test security and administration policies and procedures. Advise students to share it with their parents.
- Check with your Studio Art teacher(s) to ensure all students have their Teacher Keys and school code and have set up access to the AP Studio Art Digital Submission web application.
- Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin securing facilities.

January

- **1/31:** Last day for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2018-19 courses.
- If needed, order the required Koss® SB45/SB45 USB or Califone® 3066AV/3066-USB headsets for AP Chinese and Japanese Exams.
- Reserve testing rooms with the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. (AP Program seating requirements are in Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation*.)
- Schedule a proctor training session for late April.
- Check in with the SSD coordinator to review any accommodations approvals that have changed or still need to be submitted.

February

- **2/22:** Last day to submit accommodations requests and supporting documentation (if needed).
- Review and reserve the equipment required for exams that need special preparation.
- Review and reserve the equipment required for exams administered with accommodations.

March

- **NEW 3/1 11:59 p.m. ET: Final exam ordering deadline.** Make any changes to existing exam orders or submit new exam orders by this deadline. New exam orders may incur an additional late order fee of \$40 per exam in addition to the exam fee. Exam cancellations are also due by this deadline to avoid incurring the full exam fee. See pages 15–18 for details about fees and deadlines. If you need to place an exam order after March 1, you must call AP Services for Educators.
- **NEW 3/1 11:59 p.m. ET:** Deadline for schools to order free-response booklets and/or score labels through the AP Registration and Ordering system for the 2019 AP Exam administration. (See Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* for details.)
- Use the Estimated Timing Table in Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* to determine the total time needed for each exam administration.
- Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).
- Appoint the required number of proctors. There must be a proctor in the exam room at all times, including during the break. See Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* for details about proctor selection.
- Distribute permission slips for students traveling to off-site testing locations, and let students know when to return them.
- For AP Exams in French, German, Italian, and Spanish Language and Culture and Music Theory, speak with your school's IT staff to review the use of the approved recording devices. Visit collegeboard.org/ap-audio-record for information about approved devices.
- AP Course Audit website begins accepting submissions for new courses offered.

April

- **4/30 11:59 p.m. ET, for AP CSP:** Deadline for all AP Computer Science Principles performance tasks to be submitted as final in the AP Digital Portfolio.
- **4/30 11:59 p.m. ET, for AP Capstone:** (1) Verify all AP Seminar and AP Research students have submitted their performance tasks as final in the AP Digital Portfolio by 11:59 p.m. ET, and (2) verify all student presentation components of performance tasks have been scored in the AP Digital Portfolio by 11:59 p.m. ET.
- Receive exam and AP ID label shipments; check shipments for accuracy. Contact AP Services for Educators if there are any problems.
- Hold a proctor training session.
- Send a strong message to students that cell phones and other prohibited electronic devices aren't allowed in the testing room.
- Run Setup CD for AP Chinese and Japanese Exams on each testing computer. (Don't open the Exam CD.)
- Remind AP Studio Art teachers to forward students' digital portfolios to you well in advance of the May 10 deadline.
- If administering AP French, German, Italian, or Spanish Language and Culture or Music Theory Exams, make sure you have access to the DAS portal (create a new account if necessary).

- Arrange for the setup of tables and chairs, if needed. Follow the seating policies in Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation*.
- Review the details of the exam schedule, proctors, rooms, and required equipment.
- Review the details of exams administered with accommodations with the SSD coordinator.
- Double-check everything.

May

Regularly Scheduled Exam Dates: 5/6–10, 5/13–17

Late-Testing Exam Dates: 5/22–5/24 (see page 21 for late-testing policies)

- Make sure the testing sites and testing rooms are properly set up and have the necessary desks, tables, chairs, and equipment on exam day.
- Administer the exams (regular and alternate) as outlined in Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* and the *AP Exam Instructions: 2018-19 AP Implementation* book.
- **5/10, 8 p.m. ET:** Deadline to forward AP Studio Art digital portfolios to the AP Program. Gather 2-D Design and Drawing students for the assembly of the Selected Works (Quality) sections of portfolios no later than May 10.
- Log in to the DAS portal and upload and submit all student audio response files for each AP French, German, Italian, and Spanish Language and Culture and Music Theory Exam you administered. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of an AP Exam period (regular or late). Submitting files after this point could result in score delay.
- Schedule, order, and arrange for any last-minute alternate exams for late testing, if needed (see page 22).
- Prepare exam materials for return.
- Verify and print your packing list for inclusion in your return shipment of exams.
- Complete all SSD paperwork (NAR and the NAR Return Envelope).
- Return exam materials. Schools that ordered fewer than 150 regularly scheduled exams or any number of alternate exams for late testing must ship all AP Exam materials before close of the next business day after your school's last scheduled exam of an AP Exam period (regular or late). Schools that are testing over both exam administration weeks and ordered 150 or more regularly scheduled exams must return week 1 and week 2 exam materials following split shipment procedures. See Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* for details.
- **NEW** View and pay your invoice through the AP Registration and Ordering system. See Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* for details.

June

- **6/1:** All exam materials must arrive at AP Services.
- **6/15:** Deadline to submit exam payment and invoices to the AP Program. Late payments incur a \$225 fee.
- Enter 2020 AP Exam dates on the 2019-20 school calendars.

July

- AP score reports are available to colleges, students, schools, and districts.

Changes to Exam Materials

The 2018-19 AP implementation doesn't impact the AP Exams students will take in May. In April you'll receive exams and any additional materials (additional master CDs, special materials for students with accommodations) you indicate in your exam order in the AP Registration and Ordering system.

No Preadministration Materials or Student Packs Needed

NEW Preadministration materials and the AP Student Packs are no longer necessary—the AP ID labels you'll get for each student in your AP Exam order streamline the exam day registration process.

You don't have to order preadministration materials anymore—not even to get AP Computer Science Principles and AP Capstone (AP Research or AP Seminar) students' information for their performance tasks. (See pages 28–29 for additional information about AP Computer Science Principles and AP Capstone.)

And, the new AP ID label and answer sheet process means less bubbling in on exam day, so preadministration sessions aren't needed.

AP ID Labels and Answer Sheets

NEW Each AP student included in your exam order will get a personalized AP ID label sheet. The AP ID connects students' exam materials with the registration information they provide after logging in to My AP. This allows for streamlined answer sheets and will greatly reduce time spent bubbling in information on exam day.

The *AP Coordinator's Manual, Part 2: 2018-19 AP Implementation* will have more information about the AP ID labels and how they're used with the answer sheets on exam day.


Below are samples of the answer sheet and AP ID label sheet.

Answer Sheet (side 1)

Answer Sheet (side 2)

The AP ID labels replace the AP number labels previously found in the *AP Student Pack*, which will no longer be supplied with exam shipments. In place of the list of college codes previously contained in the Student Pack, students will be able to identify through My AP where they want to send their free score report.

This is a sample AP ID label sheet:























AP ID Labels
Use your AP ID labels as directed for all AP Exams you take. No one else may use your AP ID labels.

NAME: MOS, SAM
AP ID: 38Y54U2U
DOB: 05/24/2003
GRADE: 10

SCHOOL CODE: 123456
FIRST EXAM: CALCULUS AB
EXAM ADMIN: REGULAR

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829951

 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM
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 18 38Y5 4U2 U SM	 18 38Y5 4U2 U SM

AP Implementation

2018-19

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AP Coordinator's Manual Part 1

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AP Exam Fees and Ordering Policies and Deadlines

Fall Ordering Deadlines

One of the most significant changes for AP coordinators is that AP Exam orders must be submitted in the fall. An early exam decision supports increased student engagement throughout the course, and ordering in the fall supports best practice policies already in place at more than half of AP schools. At these schools, a student is more likely to take the exam and more likely to earn a score of 3 or higher.

2019 AP EXAM ORDERING DEADLINES

October 4, 2018: Priority ordering deadline	Recommended deadline to submit the exam order.
November 15, 2018 (11:59 p.m. ET): Regular ordering deadline	Deadline to submit exam orders for all full-year and first-semester AP courses; fees apply for exams ordered or canceled after this date.
March 1, 2019 (11:59 p.m. ET): Final ordering deadline	Deadline to order exams for second semester courses, and to update the exam order with any late orders or canceled exams.

NEW The ordering deadlines listed above apply to **all** schools in the 2018-19 AP Implementation, including those outside the United States, U.S. territories, and Canada. International schools do not have different ordering deadlines.

New Ordering Process

AP Exam orders will be submitted through the AP Registration and Ordering system (myap.collegeboard.org), rather than the AP Exam Ordering website. See pages 30–54 to learn how to access and use the AP Registration and Ordering system.

Fees

The base AP Exam fee (\$94 per exam in the United States, U.S. territories, and Canada, and \$124 per exam at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDDS schools) and College Board fee reduction (\$32) remain the same; schools still retain a \$9 rebate per exam.

However, this year fees may apply to exams ordered after the November 15 deadline and exams that are ordered but canceled by March 1. All late orders and cancellations must be submitted by March 1, 2019, 11:59 p.m. ET. After March 1, the full exam fee will be owed for any exam that remains part of your school’s order; this includes exams that are ordered but which students don’t take.

The table on the next page outlines the fees for 2018-19.

Important: Because some fees and deadlines are new for 2018-19, please make sure this information is explained clearly at parent nights, counselor sessions, or other informational events where your school’s AP program is discussed, and in any other materials your school may prepare about the AP Program. Be aware that AP Central® will only show fees and deadlines for schools that aren’t participating in the early implementation. Remind your AP teachers, students, and parents that the fees and deadlines listed in this Manual—**not** the information listed on AP Central—apply to your school this year. To download a handout for students and parents that outlines the fees and deadlines for your school for 2018-19, and other resources, go to collegeboard.org/ap2018.

2018-19 AP EXAM FEES

Exam fee for exams ordered by November 15, 2018, 11:59 p.m. ET	<ul style="list-style-type: none"> ▪ \$94 per exam ▪ \$124 per exam at schools outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools) ▪ \$142 per exam for AP Capstone Exams (AP Seminar or AP Research)
School rebate	\$9 per exam
College Board fee reduction for qualifying students	\$32 per exam
NEW Late order fee Additional fee applied to each exam ordered between November 16 and March 1, 2019, 11:59 p.m. ET.	\$40 per exam (in addition to base exam fee) (Note: This fee will not apply to exams for courses that start after the exam ordering deadline—for example, second semester or spring block courses—and exams for students who transfer into the school.)
NEW Cancellation fee (by March 1, 2019, 11:59 p.m. ET) Fee for each exam ordered by November 15 and cancelled by March 1, 2019, 11:59 p.m. ET.	\$40 per exam for exams canceled by March 1, 11:59 p.m. ET This fee is the total amount owed for a canceled exam. It is not in addition to the regular exam fee. This fee won't apply to exams originally ordered for students who transfer out of your school. Note: The full exam fee , less any applicable College Board fee reductions, will be owed for any exams that are part of your exam order as of 11:59 p.m. ET on March 1, 2019; this includes any exam ordered for a student but which the student doesn't take. State subsidies may not be available in the event a student doesn't take the exam that was ordered for them. (There is no additional fee.)
Late-testing fee	\$40 per exam as applicable for alternate exams for late testing (some reasons for late testing don't incur an additional late-testing fee—see page 22 for late-testing reasons with no additional fee)

The fees listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada.

Here are some examples of how fees would be applied in certain circumstances:

- Students who decide by the November 15 regular ordering deadline to take an exam owe the **base exam fee less any applicable fee reductions**.
- If a student decides to take an exam after the November 15 regular ordering deadline, the total amount owed for the exam would be the **base exam fee + \$40 late order fee** (for example, $\$94 + \$40 = \$134$; or $\$124 + \$40 = \$164$ outside of the United States, U.S. territories, and Canada, except for DoDDS schools). This \$40 per exam late order fee will be owed even if a student is eligible for fee reductions. (For example, an exam ordered after November 15 for a student with a College Board fee reduction would have a cost of $\$53 + \$40 = \$93$.)
- If multiple students decide to take an exam after the November 15 regular ordering deadline, an additional **\$40 per exam** will be owed; i.e., if 10 students each decide to take an exam after November 15, **each student** owes **\$40 per exam** in addition to the base exam fee, for a **total of \$400 in late order fees** plus the total base exam fees.
- If a student decides to cancel an exam order and you submit the cancellation by March 1, 2019, 11:59 p.m. ET, the total amount owed for the exam would be **\$40** (the base exam fee is removed, and only the cancellation fee is owed). This \$40 per exam cancellation fee will be owed even if a student is eligible for fee reductions.
- If a student doesn't take the exam ordered for them on exam day, the school will be invoiced for the full exam fee (\$94, \$124, or \$142), less the school rebate (\$9), and, if applicable, less the College Board fee reduction (\$32).

Note:

- AP coordinators are responsible for collecting exam fees and any related fees from students; students' checks or money orders should be made payable to the school administering the exam, **not** to the College Board.
- The cost for exams shown in the AP Registration and Ordering system and invoiced per exam is the base exam fee (\$94, \$124, or \$142), minus the school rebate (\$9), and, where applicable, minus the College Board fee reduction (\$32); for example, $\$94 - \$9 = \$85$.
- The amount schools collect from students may vary under certain circumstances:
 - ♦ Students who qualify for fee reductions: College Board fee reductions are available for students with financial need. Many states use federal and state funding to further reduce the exam fee for these students. However, fee reductions do **not** apply to the cancellation, late order, or late-testing fees. See the fee reduction policy on pages 18–21.
- AP Capstone Exams have a higher base exam fee, but other fees are applied in the same way and in the same amounts as they are for other AP Exams.
- Although the ordering deadlines are now earlier in the school year, schools maintain their own schedules and policies for collecting AP fees from students. The postmark deadline for invoices and payment to the College Board is still **June 15**.
- Students who decide not to take an exam or who cancel an exam can still access AP Classroom assignments.

Late order and cancellation fees are not applied in these circumstances:

Late order and cancellation fees are applied in these circumstances:

The course doesn't begin until after the November 15 regular ordering deadline (e.g., second semester block schedule class). Exams for these courses must be ordered by 11:59 p.m. ET on March 1, 2019.	Student decides not to take the exam after the exam order is submitted.
Exam canceled for a student who transfers out of your school.	Student's college of choice doesn't award credit for the exam.
Late order fee is not applied for exams ordered for a student who transfers to your school.	Student performing poorly in the class and decides after November 15 not to take the exam.
Update made to an exam order by March 1, 2019, due to a change in a student's accommodations approval status.	Student enters or drops a class after the November 15 regular ordering deadline (late order or cancellation fees are not applied only if a student transfers to or out of the <i>school</i>).
Cancellation fee not applied if exams are canceled by March 1, 2019, 11:59 p.m. ET, due to elimination of state funding for AP Exams for low-income students.	Homeschooled student or student from another school requests an exam be ordered after November 15.
	Exam orders placed after November 15 due to an outstanding balance hold, a security hold, or an incomplete AP Participation Form.
	International schools that don't have course enrollments identified by the November 15 regular ordering deadline.
	There are conflicts with test administration dates (e.g., sports, academic opportunities) and students can't test on scheduled testing dates.

Note: Because exam orders are used to create personalized student registration labels, exams must be ordered and canceled **per student**. If one student wants to cancel an exam and another student wants to order an exam for that same subject, you can't switch the exam from the student who canceled to the student who wants to order an exam; you must cancel the exam for the first student and update your exam order with the exam for the second student. If a student takes an exam that was ordered for another student, your school's final invoice will reflect the exam fee owed for the first student, and the exam fee plus a late order fee owed for the second student.

If a student has ordered an exam for a subject and decides they would like to take an exam for a different subject, an exam for the new subject must be ordered and the exam for the original subject should be canceled.

Here's an example:

- You've placed your exam order. Student 1 wants to cancel their AP Biology Exam. Student 2 wants to take an AP Biology Exam and wasn't already included in your exam order.
- You must cancel the exam for Student 1 in the AP Registration and Ordering system; if it's after November 15 but before March 1, a cancellation fee of \$40 is charged for Student 1.
- You must add an AP Biology Exam order for Student 2. Since it's past the November 15 regular ordering deadline, the late order fee of \$40 applies *in addition* to the base exam fee.

Exception for AP Calculus and AP Studio Art: If a student has ordered an AP Calculus or AP Studio Art Exam and wants to switch to another AP Calculus or AP Studio Art Exam, they may do so without any fee. For example, if a student ordered a Calculus BC Exam and instead wants to take the Calculus AB Exam, this switch may be made by March 1 (11:59 p.m. ET) without an additional fee.

AP Fee Reduction Policy

The criteria used to determine students' eligibility for a College Board fee reduction haven't changed, nor has the fee reduction amount. The College Board still provides a \$32 fee reduction per AP 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.

NEW The following fee reduction requirements are new for 2018-19:

- The College Board fee reduction applies **only** to the base exam fee, not to any other fees (late order fee, cancellation fee, late-testing fee). For example, if a student who qualifies for a fee reduction cancels an exam after November 15, that student still owes the cancellation fee of **\$40 per exam**; if a fee reduced student hasn't canceled an exam by March 1 but doesn't take the exam, that student still owes the **full base exam fee, minus the fee reduction** (with some exceptions, such as illness or tragedy).
- Each student's fee reduction status must be indicated in the AP Registration and Ordering system. This replaces bubbling in students' fee reduction status on their answer sheets. In the system, by default, students' fee reduction statuses are set at "Standard" (no fee reduction) when they enroll in their class sections. This is true even for students who have taken AP Exams in the past and have been marked as eligible for fee reductions. **You'll need to change the fee reduction status in the system to "Reduced" for each student eligible for a fee reduction.** Leave the status of students who don't receive a fee reduction at "Standard."

Note the following for AP Studio Art and AP Chinese and Japanese:

- ♦ AP Studio Art: Although you'll still see a column for fee reduction when you log in to the AP Studio Art application, you shouldn't indicate an option for students in the application. You'll indicate the fee reduction status for these students only in the AP Registration and Ordering system, as you will for students taking any other AP Exam.

- AP Chinese and Japanese: You don't need to complete a separate Fee Reduction Form for students taking these exams. Indicate the fee reduction status for these students only in the AP Registration and Ordering system, as you will for students taking any other AP Exam.

Fee reduction status is indicated only once per student, not for each exam. You must indicate the fee reduction status for *each eligible student* to ensure your school is appropriately credited for available fee reductions. If you don't indicate the appropriate fee reduction status for students, your school may not receive the full state or federal funding available for eligible students.

Include all students who intend to take 2019 AP Exams in your school's exam order by the November 15 regular ordering deadline. You'll be able to update students' fee reduction status in the AP Registration and Ordering system after submitting your exam order if needed. (See "Deadline to Indicate Fee Reduction Status" below.)



See page 49 for instructions on indicating fee reduction status in the AP Registration and Ordering system.

State Subsidies

Many states use federal and state funding to further reduce the exam fee for students who are eligible for a College Board fee reduction. For reference, the 2018 fee reductions for each state are listed on collegeboard.org/ap2018. Fee reductions for 2019 will be posted as soon as each state's funding plan is finalized.

Students and parents may be concerned about ordering AP Exams in the fall if your state's 2019 funding plan hasn't yet been announced. You may refer them to your state's 2018 funding plan for reference. If your state eliminates its funding for AP Exams for low-income students, you can cancel exams ordered for fee reduction-eligible students by March 1, 2019 11:59 p.m. ET without incurring the \$40 per exam cancellation fee.

If your state has not released its funding plan by March 1, students eligible for a fee reduction should make a final decision about taking an AP Exam based on the College Board fee reduction, which results in a cost of \$53 per exam. The amount that will be calculated on your invoice for these exams will reflect your state's final 2019 funding plan.

Deadline to Indicate Fee Reduction Status

We encourage you to indicate the fee reduction status for AP students taking exams by the time you submit your AP Exam order, so you'll know as early in the school year as possible the fees you'll need to collect from AP students. However, if you need more time to verify this information, you may update students' fee reduction status in the AP Registration and Ordering system after submitting your exam order.

To be properly credited, the fee reduction status for each student must be indicated by the time your final invoice is generated after the exam administration. A best practice is to indicate the fee reduction status for each student by **March 1, 2019**, to ensure you have time to plan for and collect the appropriate exam fees from students. **After April 30, 2019, 11:59 p.m. ET you won't be able to make any changes to fee reduction status in the system. If a change is needed to a student's fee reduction status after this date, you need to call AP Services for Educators.**

Fee Reduction Eligibility Criteria

The College Board has different eligibility criteria for AP Exam fee reductions depending on whether a school or district participates in the Community Eligibility Provision (CEP), a program for schools and districts with high percentages of low-income children to provide free breakfast and lunch to all students.

Schools and districts that meet the criteria and choose to participate in CEP can't use a student's enrollment in the Federal Free or Reduced-Price Lunch Program to determine eligibility for AP Exam fee reductions because all students in these schools or districts, regardless of family income, are automatically eligible for free meals. Accordingly, CEP schools and districts must determine each student's eligibility for AP Exam fee reductions.

Primary Criteria for Schools/Districts NOT Participating in Community Eligibility

Schools and districts that don't participate in the Community Eligibility Provision can still use enrollment or eligibility to participate in the Federal Free or Reduced-Price Lunch Program as a proxy to determine eligibility for AP Exam reductions. For these schools/districts, the following criteria must be used:

Students who are either enrolled or eligible to participate in the Federal Free or Reduced-Price Lunch Program qualify for the AP Exam fee reduction on all AP Exams they take in a given year. Students are eligible for free or reduced-price lunches if:

- their family's income is at or below 185% of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- the students are directly certified without application for free school meals because they are:
 - ♦ in foster care or Head Start, or
 - ♦ homeless or migrant, or
 - ♦ living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

Primary Criteria for Schools/Districts Participating in Community Eligibility

Students are eligible for the AP Exam fee reduction on all AP Exams they take in a given year if:

- their family's income is at or below 185% of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- they qualify as an "identified student" because they are:
 - ♦ in foster care or Head Start, or
 - ♦ homeless or migrant, or
 - ♦ living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservations benefits.

Alternative Criteria for ALL Schools/Districts

If your school prefers to use another method for determining which students qualify for AP Exam fee reductions, **any** of the following criteria are allowed:

- The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home or is homeless.
- The student is a ward of the state or an orphan.

The following table lists annual family income, by family size, at 185% of the poverty level. If the student's family income doesn't exceed the amount listed in the relevant row and column, that student qualifies for an AP Exam fee reduction.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	\$22,459	\$28,083	\$25,826
2	\$30,451	\$38,073	\$35,021
3	\$38,443	\$48,063	\$44,215
4	\$46,435	\$58,053	\$53,410
5	\$54,427	\$68,043	\$62,604
6	\$62,419	\$78,033	\$71,799
7	\$70,411	\$88,023	\$80,993
8	\$78,403	\$98,013	\$90,188
Each additional family member add:	\$7,992	\$9,990	\$9,195

*The figures shown under family income represent amounts equal to 185% of the 2018-19 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 83, No. 89, 5/8/18, pp. 20788-89.

Alternate Exams for Late Testing

Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing. **Regularly scheduled exams cannot be used for late testing.** All students who participate in late testing must take these alternate exams on the **scheduled late-testing** dates (May 22–24, 2019) at the **scheduled times** (see page 70). 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.

Inform students testing late that their scores for alternate exams may be reported later than regularly scheduled exams and their free-response booklets won't be available for purchase. Data for alternate exams won't be included on the school's *AP Instructional Planning Reports*.


How to Order

Alternate exams for late testing must be ordered through the AP Registration and Ordering system.

If you know a student will need to take an alternate exam on the late-testing date, account for the alternate exam in the order you submit by November 15, 2018 (or by March 1, 2019, for second semester courses). **Exams ordered after November 15, 2018, will incur a \$40 per exam late order fee (except in the situations listed on page 17); this fee will be in addition to the late-testing fee, which may be incurred depending on the reason for late testing (see the table on page 22).**

If a regular exam order has been submitted for a student and that student must switch to late testing, you may update the order for that student by March 1, 2019, without incurring the late order fee; the late-testing fee may still apply depending on the reason for late testing. If you need to order an alternate exam **after** March 1, 2019, call AP Services for Educators.

If you know before the ordering deadlines that a student with disabilities will need an alternate braille, ATC, or large-type format exam, you may order these exams through the AP Registration and Ordering system (see pages 51–53). However, if an unanticipated event during the AP testing period requires that you order an alternate braille, ATC, or large-type format exam, contact the SSD office immediately by phone or email to order these exams.

 See page 50 for instructions on indicating late-testing orders in the AP Registration and Ordering system.

Who Is Eligible

When the cause of late testing is beyond the control of the school and the students there's no additional fee. See the list below of late-testing reasons that don't incur an additional fee.

In instances when schools or students can choose between testing on the scheduled date or requesting an alternate date, the school is billed an additional **\$40 per exam** to partially defray costs. Among the reasons schools may be charged the \$40 per exam fee for late testing: when retesting is necessary due to testing incidents, security violations, or inappropriate accommodations.

If a school provides late testing, testing conditions must be those identified in the late-testing policies described in this *AP Coordinator's Manual*.

Note: If your school has lost a significant number of net instructional days, contact AP Services for Educators by March 1 for information about later testing options.

If you need to place a last-minute late-testing order due to an unanticipated event (e.g., for a student who became sick on the regularly scheduled exam day), contact AP Services for Educators as soon as possible. The late order fee **won't** be incurred in this situation as long as you're placing a last-minute late-testing order for a student with an existing exam order.

Late-Testing Circumstances

Below are circumstances when late testing is allowed without incurring an additional fee. Other reasons for late testing will incur an additional late-testing fee of **\$40 per exam**.

Late-Testing Reasons: No Additional Fee

Conflict with IB or Cambridge exam

Conflict with nationally, province-, or state-mandated test

Disabilities accommodations issue

Emergency: bomb scare or fire alarm

Emergency: serious injury, illness, or family tragedy

Language lab scheduling conflict

Religious/holiday observance

School closing: election, national holiday, or natural disaster

Strike/labor conflict

Student court appearance

Two AP Exams on the same date and time

Exams for Students with Disabilities



See pages 51–53 for instructions on indicating special exam formats or materials in the AP Registration and Ordering system.

Students with documented disabilities may require special exam formats or materials, such as braille, assistive technology compatible (ATC), or large type. At the beginning of the school year, work with your school's SSD coordinator to identify all students with accommodations that require special AP Exam formats or materials.

In the system, you'll be able to indicate per student any special exam formats or materials needed.

In the system, you'll be able to view the status of accommodations requested for students, which will help to inform your exam order. It's still important to work with your school's SSD coordinator to account for students who will likely need accommodations, but whose requests haven't yet been submitted.

All requests for accommodations and, when required, complete documentation must be submitted through SSD Online by February 22, 2019. Requests should be submitted as early in the school year as possible. Visit collegeboard.org/ssdonline for more information about submitting, tracking, and managing requests for accommodations.

When to Order Special Materials

Some students may not have received approval from College Board's Services for Students with Disabilities for testing accommodations by the November 15 regular ordering deadline. **However, you should indicate all approved or expected special exam formats or materials before submitting your exam order.**

You'll be able to **update an existing exam order** for any students who receive accommodations approval after the November 15 regular ordering deadline without incurring an additional fee. However, if you **add a new order** for a student after the November 15 regular ordering deadline, an additional **\$40 per exam late order fee** will be incurred (see page 16).

Important: Although you can indicate special materials for students with expected but not yet approved accommodations, to **take** an AP Exam with accommodations, a student **must** be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office. **Providing accommodations to students without College Board approval will result in cancellation of these students' scores.**

Indicating Special Materials

Indicate special exam materials or formats for a student only if their approved or expected accommodations require them. You won't indicate accommodations in the system that don't require special materials or formats. If you're not sure whether a student's accommodation requires special materials or formats, talk to your school's SSD coordinator.

Indicate in AP Registration and Ordering System*	Do Not Indicate in AP Registration and Ordering System**
Assistive-technology compatible (ATC)	Extended time
Limited-time testing and/or multiple-day testing	Rest breaks
Large-block answer sheet used with regular-format exams	Food or drink
Braille format	Medication
14- or 20-point large-type format	Testing with a computer
Large-type formats other than 14 or 20 point	Calculator for noncalculator test sections
Reader copies of exams	Magnifier/magnifying machine
Printed scripts for the master audio parts of AP Exams in French, German, Italian, or Spanish Language and Culture, and Spanish Literature and Culture	Colored overlay
	Ruler/straightedge

**This is the list of special formats and materials that can be indicated in the AP Registration and Ordering system for students with approved or expected accommodations. If a student's accommodation is for a material not listed here, contact the College Board SSD Office for further instruction. Not every accommodation requires special materials.*

***This is a list of common accommodations. There could be other approved accommodations. Remember, if the student's accommodation does not require special exam formats or materials, do not indicate the accommodation in the AP Registration and Ordering system.*

Note:

- **Multiple-Day Testing:** If a student needs to test over multiple days, due to either approval of limited time testing or the amount of approved extended time, you'll indicate "multiple-day testing" for the student in the AP Registration and Ordering system. Extended time doesn't always result in multiple-day testing, and extended time alone doesn't need to be indicated in the system. Talk to the SSD coordinator if you're unsure whether a student with extended time needs multiple-day testing. Students may test over multiple days under either of the following conditions:
 - ♦ The student's amount of total testing time, excluding breaks, exceeds 6 hours. For example, if a student is approved for 100% extended time for all parts of an exam, **and** is taking a 3-hour exam, total test time exceeds 6 hours with extended time and they may test over 2 days.
 - ♦ If the amount of testing time is less than 6 hours, and the student has been approved for limited-time testing.
- **Limited-Time Testing:** The accommodation of limited-time testing limits the amount of time that a student can spend on testing per day. If the total exam exceeds the amount of prescribed time, excluding breaks, the student would test over multiple days; for example, if they are approved for a maximum of 2 hours per day, and the exam is 3 hours, the student would test over multiple days. Not all students with limited-time testing need multiple-day testing for a particular exam; for example, a student who is approved for 4 hours per day would not need to test over multiple days for a 3 hour exam.

- **ATC:** Students approved for or expected to use an assistive technology compatible test form may request an assistive technology compatible (ATC) format of the exam. **Note:** If you're unsure whether a student has been approved for or is requesting an ATC-format exam, talk to your school's SSD coordinator.
 - ♦ To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology compatible test form." This is not the same as accommodations for other types of assistive technology.
 - ♦ ATC is **not** the same as an accommodation for computer use. A computer accommodation is for the use of a word processor only to write essays and short-answer responses.
 - ♦ ATC is **not** the same as MP3 audio format. AP Exams are not available in MP3 format. Students who are approved for MP3 audio should test with a reader.
- **Braille:** For every braille exam ordered, a corresponding print version of the exam will be included in the braille exam shipment.
- **Large-block answer sheet:** A large-block answer sheet is provided for every large-font exam ordered. Large-block answer sheets only need to be indicated separately if a student taking a regular-format exam requires a large-block answer sheet instead of a standard answer sheet.
- **Braille and Large Type:** If you're requesting a braille format and a large-type format of the same exam for the same student, contact the College Board SSD Office for more information. Indicate any additional testing materials required to administer these exams (e.g., reader copies of the exam).
- **Additional Master CDs:** Students testing with extended time will need to test in separate rooms; students with other types of accommodations may also need to test in separate rooms. You'll need a master CD for each testing room where AP Exams will be administered for Music Theory, Spanish Literature and Culture, and French, German, Italian, and Spanish Language and Culture. See page 27 for information about ordering additional master CDs.
- **Chinese and Japanese Exams:** Schools must notify SSD immediately if there are any students approved for accommodations who plan to take AP Chinese or Japanese Exams. Early notification will ensure that appropriate accommodations will be available for these students.

Transfer Students

You'll be able to adjust orders for students who transfer into or out of your school without incurring late order or cancellation fees, respectively. The policies for transfer students apply only to students who transfer into or out of your **school**; these policies don't apply to students at your school who enter or drop a class after the November 15 regular ordering deadline.

- If a student transfers **out** of your school, the exam fee associated with that student will be removed from your order and no cancellation fee will be applied, regardless of when the student transfers out. You'll need to change the student's status to **Transfer Out** in the AP Registration and Ordering system.
- If a student transfers **into** your school, you can add them to your school's exam order without incurring the late order fee regardless of when they transfer. You'll need to provide the student with a unique transfer code (available for each class section in the AP Registration and Ordering system) so they can enroll. (**Note:** *The late order fee is not applied for students who transfer into your school; however, other fees apply. For example, if an order is placed for a transfer student after November 15, and that student then wants to cancel by March 1, the cancellation fee of \$40 per exam will still be owed.*)


Note: If a student transfers into your school after the final ordering deadline (March 1, 2019, 11:59 p.m. ET), you'll still be able to update your order for that student only.



See pages 44–45 for instructions on indicating transfer students and obtaining the transfer code in the AP Registration and Ordering system.

Second Semester Courses

You'll be able to add class sections in the AP Registration and Ordering system for second semester courses, and update your exam order to include students in second semester courses by March 1, 2019, 11:59 p.m. ET, without incurring the late order fee. After March 1, 11:59 p.m. ET, you won't be able to place exam orders for second semester students.

 See page 37 for instructions about creating second semester class sections.

Homeschooled and Independent Study Students, and Students from Other Schools

Parents and students cannot order AP Exams directly. The AP Program encourages AP coordinators to assist homeschooled students and students whose schools don't offer AP Exams.

If you're ordering AP Exams for these students, you need to include them in an **exam only section** for each AP Exam they're taking. Be sure to give these students the join code generated when you create an **exam only section** (see pages 38–39); they'll need it to enroll in the section and to be included in your exam order. Include the exam information for homeschooled students in your exam order by November 15, 2018, 11:59 p.m. ET.


If you add an exam order for any homeschooled or independent study students, or students from other schools after November 15, the \$40 per exam late order fee will apply (see page 16).

Students enrolled in **exam only** sections **won't** have access to AP Classroom resources because these resources are assigned by teachers to their specific class sections.

If your school agrees to order and administer exams to these students:

- Inform the student of any late or cancellation fee that may apply (see page 16).
- Create an exam only section for each exam subject being taken at your school for a homeschooled student, independent study student, or student from another school.
- Provide the join code for the exam only section to the student, so the student can enroll in the section in My AP.
- Review the student's information in your exam roster and order the necessary exams.
- Inform the homeschooled students and students from other schools when and where to take the exams.
- Plan to collect and submit their exam fees with those from your school. Schools may charge students a higher fee to recover additional proctoring or administration costs.

Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* will have exam day details about administering exams to homeschooled students and students from other schools.

 See pages 38–39 for instructions about creating exam only sections.

Additional Master CDs

Each school's order for AP French, German, Italian, and Spanish Language and Culture, Spanish Literature, and Music Theory Exams includes **master CDs**, as follows:

- French, German, Italian, and Spanish Language and Culture: at least one master CD for Section I (listening), and a double CD set containing one master CD for writing and one master CD for speaking for Section II
- Spanish Literature and Culture: at least one master CD for Section I (listening)
- Music Theory: at least one master CD for Sections IA and IIA (listening) and one master CD for Section IIB (sight singing)

Some schools administer the speaking or sight-singing parts of the exams in multiple rooms. Schools may do this if they have enough rooms and recording equipment to administer these sections to groups of students at the same time (or, in the case of AP Music Theory, administering the sight-singing section to individual students at the same time in separate rooms, since students must record individually for this subject). If you plan to do this, you should order master double CD sets or sight-singing CDs for each testing room.

Also, order sufficient master CDs if you have students with disabilities who have been approved for extended time or other accommodations that require separate testing rooms. You should order one set of master CDs for each test room.

When you submit your exam order, you may request:

- 1 additional master writing/speaking CD set or sight-singing CD for every 4 exams ordered
- 1 additional master listening CD for every 10 exams ordered

Beginning in October 2018, you may add additional master CDs to your exam order until **March 1, 2019, 11:59 p.m. ET**. After **March 1** if you need to request additional master CDs, you must contact AP Services for Educators. Also contact AP Services for Educators if you need to order more master CDs for additional testing rooms than the system will allow.

Subject-Specific Ordering Processes

Previously, some subjects required special ordering instructions. With the AP Registration and Ordering system, you'll order all AP Exams in the same way, at the same time.

Coordinators who have ordered AP Studio Art, AP Capstone, or AP Computer Science Principles Exams in the past should note the following changes:

AP Studio Art Exams

AP Studio Art Digital Submission Web Application

The AP Studio Art Digital Submission web application will be available beginning in **November 2018**; previously the application was available in January. This earlier availability will allow AP Studio Art students to begin submitting work sooner and give students and teachers earlier access to the application's resources.

AP coordinators and AP teachers at schools offering AP Studio Art will receive email notification in November when the application is open. AP Studio Art students will complete registration information in two places: when initially logging in to My AP (myap.collegeboard.org); and after initially logging in to the AP Studio Art Digital Submission web application. Students should complete the registration information in the Studio Art application with the same information they've provided in My AP.

AP Studio Art Exam Orders

If you ordered AP Studio Art Exams in the past, you'll find the process is much easier this year: AP Studio Art Exams are no longer ordered separately from other exams. Students will enroll in their AP Studio Art class in My AP, and then they can be included in your exam order.

The number of student portfolios that can be set up in the application will be determined by the number of AP Studio Art Exam orders you've submitted by November 15. If an AP Studio Art class is second semester only, students and teachers will be able to access the AP Studio Art Digital Submission web application after the exam order is submitted.

AP Computer Science Principles Exams

Previously, AP coordinators had to order preadministration materials for AP Computer Science Principles students so these students received their AP number in time to enter it into their AP Digital Portfolio and complete their performance task submission.

With our new processes, the AP Digital Portfolio is directly linked to the AP Registration and Ordering system. When students enroll in an AP Computer Science Principles class section in My AP, their enrollment will carry over to the AP Digital Portfolio. An AP ID number will be assigned to the student through My AP and will also carry over to the AP Digital Portfolio. This eliminates the need for students to log in to the AP Digital Portfolio separately to enter an AP number.

Because exam orders for AP Computer Science Principles students are created in the AP Registration and Ordering system, AP coordinators no longer need to check the student exam intent indicator in the AP Digital Portfolio before placing their exam order. Coordinators will still log in to the Digital Portfolio to check the final submission status of students' performance tasks.

Because class sections are created in the AP Registration and Ordering system, teachers (or coordinators, for homeschooled or independent study students) no longer need to create separate class sections in the AP Digital Portfolio.

If you're ordering exams for any students who are taking an AP CSP class through an online provider, you must create an **exam only section** for these students in the AP Registration and Ordering system, and give them the appropriate join code.



See page 38 for instructions about creating an **exam only section**.

AP coordinators should order AP Computer Science Principles Exams along with all other AP Exams in the AP Registration and Ordering system.

The *AP Coordinator's Manual, Part 2: 2018-19 AP Implementation* will contain more information about AP Computer Science Principles, including details about the AP Digital Portfolio.

AP Capstone Exams

Previously, AP coordinators had to order preadministration materials for AP Capstone (AP Seminar and AP Research) students so these students received their AP number in time to enter it into their AP Digital Portfolio and complete their performance task submission.

With our new processes, the AP Digital Portfolio is directly linked to the AP Registration and Ordering system. When students enroll in an AP Seminar or AP Research class section in My AP, their enrollment will carry over to the AP Digital Portfolio. An AP ID number will be assigned to the student through My AP and will also carry over to the AP Digital Portfolio. This eliminates the need for students to log in to the AP Digital Portfolio separately to enter an AP number.

AP coordinators should order AP Seminar and AP Research Exams along with all other AP Exams in the AP Registration and Ordering system.

Reminder: Order an AP Research Exam for each student enrolled in the course, even though there's no end-of-course exam. Without an exam order, their performance task won't be scored.

Because class sections are created in the AP Registration and Ordering system, teachers no longer need to create separate class sections in the AP Digital Portfolio. Coordinators will still log in to the Digital Portfolio to check the final submission status of students' performance tasks and status of teacher scoring.

Part 2 of the *AP Coordinator's Manual: 2018-19 AP Implementation* will contain more information about AP Capstone, including details about the AP Digital Portfolio.

Accessing the AP Registration and Ordering System

In August 2018, your principal will receive an email and a mailed letter with your school's AP Registration and Ordering access code. Your principal needs to share this access code with you so you can log in to the AP Registration and Ordering system for the first time.

The access code is unique to your school. You cannot use any other school's access code or share yours. You can't use any previous AP Ordering access code.

Important: Keep a copy of this access code—you'll need it to access other AP systems, such as the AP Studio Art Digital Submission web application and the Digital Audio Submission (DAS) portal.

When you've received the access code:

1. Go to myap.collegeboard.org and log in with your College Board professional username and password (or create a new account if you don't already have one; **don't** create multiple accounts). Enter the access code when prompted.
2. Review and accept the terms and conditions for the AP Registration and Ordering system.

If you are the AP coordinator for more than one school, you need an access code from the principal at **each** school you represent. You'll log in to the system using one access code, and will need to enter the access codes for the other schools you represent under your **Account Settings** in the system. This is because you'll need to submit a separate exam order for **each** school.

Note: Use a computer that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer, and is connected to the internet.

See pages 55–63 for details about student and teacher access.

Initial Setup

Setup and the AP Participation Form

To register your school to offer AP Exams in May 2019, you must complete the information in the Setup section of the AP Registration and Ordering system, and then electronically sign and submit the AP Participation Form that’s generated.

When you log in to the AP Registration and Ordering system for the first time, you’ll be brought to the AP Registration and Ordering Setup. You need to complete the information in the School Information and Exam Administration sections. This information is needed to generate your AP Participation Form. All required fields in these sections must be completed before you can complete other activities in the system.

Sample High School 2018/19

AP Registration and Ordering Setup

School Information Exam Administration Participation Form

Confirm Required School Information

Please complete and confirm this information about your school. Unless otherwise noted, this information is required to participate in AP exam administration and ordering.

School

Sample High School

If there is an error in the name or address, please [click here to view instructions](#).

AP Coordinator

First Name * MI Last Name *

Enter first name Enter last name

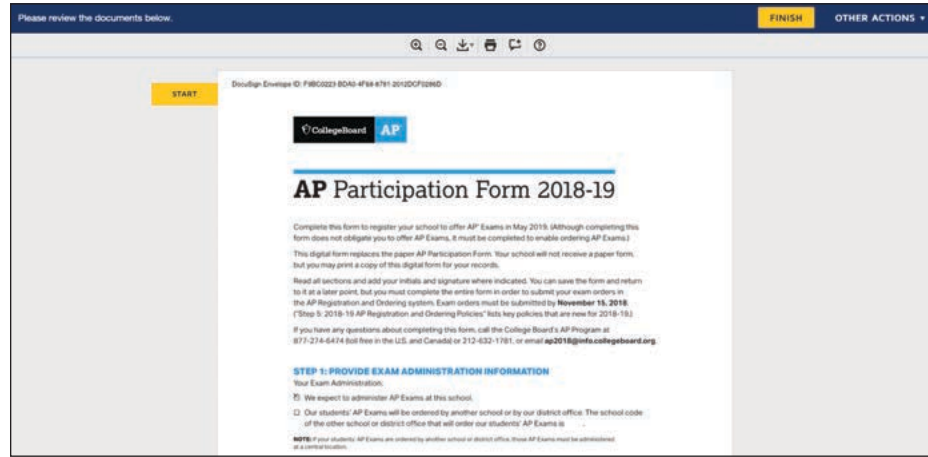
Telephone * Fax

Enter 10-digit number Enter 10-digit number

After completing the Setup sections, you’ll get an email when your AP Participation Form is ready for you to review. Schools will no longer get a paper copy of the AP Participation Form in the mail. The Participation Form must be electronically signed and submitted through the AP Registration and Ordering system. You may print out a copy of the completed form for your records. **Do not mail a copy of the form to the AP Program.**

IMPORTANT: To ensure you receive the email notification about your AP Participation Form, please add @docusign.net to your address book.

The AP Participation Form will include spaces for the AP coordinator to electronically add their initials and signature to confirm their understanding of and agreement to the policies stated in the form. The principal's signature is no longer required. Review the information in the AP Participation Form and click to add your initials and signature where indicated. If you need to make changes to your information or your school's information in the form, return to the **School and Participation Contacts** section (under **Settings**) and make the necessary corrections. If you haven't yet signed and submitted the AP Participation Form, a new form will be generated; if you've already signed and submitted the AP Participation Form, you should still update the information in the system, but you won't need to resubmit the form.



Important: The AP Participation Form must be electronically signed and submitted through the AP Registration and Ordering System before the coordinator can submit the exam order. Coordinators cannot submit exam orders if the form hasn't been submitted. The regular ordering deadline is November 15, 2018, 11:59 p.m. ET. Coordinators should complete and submit the AP Participation Form well before the exam ordering deadline; a best practice is to complete the AP Participation Form during the first weeks of school. Schools also won't be able to receive copies of the Part 2 *AP Coordinator's Manual* or the *Bulletin for AP Students and Parents* if the AP Participation Form hasn't been completed.

If you begin reviewing the AP Participation Form, you may return to it later. An alert message will appear on the screen until you sign and submit the form.

Updating AP Coordinator Information

If a new AP coordinator takes over during the academic year, the coordinator information in the **School Information and Participation Contacts** section on the Settings page of the system needs to be updated promptly.

The new AP coordinator must meet all AP coordinator eligibility requirements (see page 3).

The principal should give the new AP coordinator the access code for the AP Registration and Ordering system. The new AP coordinator enters their information in the **School Information and Participation Contacts** section.

- If the outgoing AP coordinator **did not** sign and submit the AP Participation Form, a new form will be generated with the new AP coordinator’s information. The new AP coordinator should review and complete the form.
- If the outgoing AP coordinator **did** sign and submit the AP Participation Form, the form **doesn’t** need to be submitted again.

AP Course Audit Process

Step 4 in the AP Participation Form asks you to confirm information about your school’s AP Course Audit. Coordinators need to verify their school’s designated AP Course Audit administrator has ensured the 2018-19 AP Course Ledger accurately reflects their school’s AP offerings. If you’re unsure who your school’s AP Course Audit administrator is, ask your principal.

Ensuring accurate and current information in AP Course Audit is important because your school’s AP courses and teachers are listed in the AP Registration and Ordering system based on the information in AP Course Audit.

Note the following:

- **Returning AP Teachers:** If an AP teacher at your school was course-audit authorized last year, they'll be listed in the AP Registration and Ordering system. You or the teacher can create class sections for the teacher's course(s). The returning teacher also has access to the AP Classroom resources.
- **New AP Teachers:** New AP teachers (or teachers offering new AP courses) won't be listed in the AP Registration and Ordering system, can't create class sections, and can't access the AP Classroom system until they've taken these steps in AP Course Audit:
 1. Add their course(s) in AP Course Audit. Then the AP coordinator will be able to create the class sections for the teacher.
 2. Complete the course audit form for each course they're teaching. The Course Audit administrator is notified when the teacher has submitted their Course Audit form, and the administrator needs to approve the form. Once the Course Audit administrator has approved the form, the new teacher can access the AP Classroom system, and can also create class sections. (See pages 37 and 56 for more information about teachers creating class sections.)

If they have questions, AP teachers and AP Course Audit administrators can reach the AP Course Audit Helpline toll free at 877-APHELP-0 (274-3570); international users call 212-632-1781. The AP Course Audit Helpline is available Monday–Friday, 8 a.m.–5 p.m. ET.

Exam Decision Indicator and Section Readiness


Student Exam Decision Indicator Setting

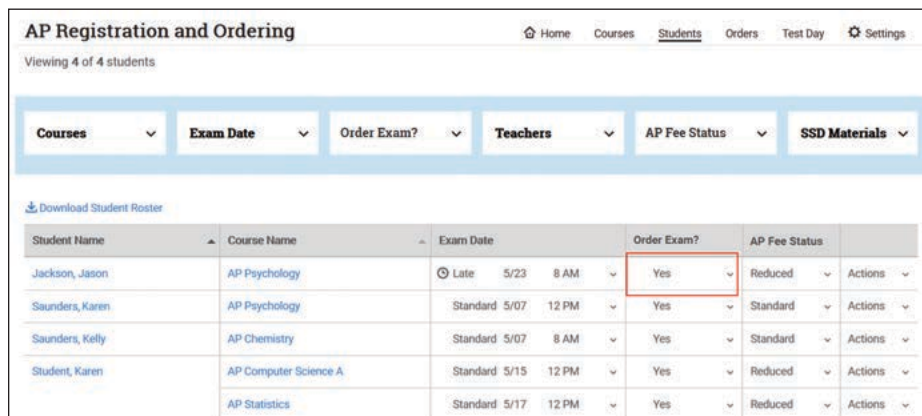
Default Setting

As the default setting, all students who enroll in class sections before November 15 are directly included in your exam roster.

When you go to the **Students** section, you'll see **Yes** listed in the **Order Exam?** column next to each student's name once the student has enrolled. Review the roster and each student's exam registration status. If there are students who won't be taking an AP Exam, change their status in the **Order Exam?** column from **Yes** to **No** for *each AP Exam the student is not taking*. If a student is taking an AP Exam at a school other than yours, also change the student's **Order Exam?** status to **No**. You may change students' exam registration at any time *until you submit your exam order* without incurring any additional fee. If you change students' exam registrations after the November 15 regular ordering deadline, cancellation or late order fees may be incurred.

If a student enrolls in a class section *after* November 15, that student's exam registration will be set at **Undecided**. You'll need to change that student's status to **Yes** or **No**.

 See page 46 for details on changing students' exam registration before finalizing your exam order.



The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, Students (selected), Orders, Test Day, and Settings. Below the navigation is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. A 'Download Student Roster' link is visible. The main table displays student information:

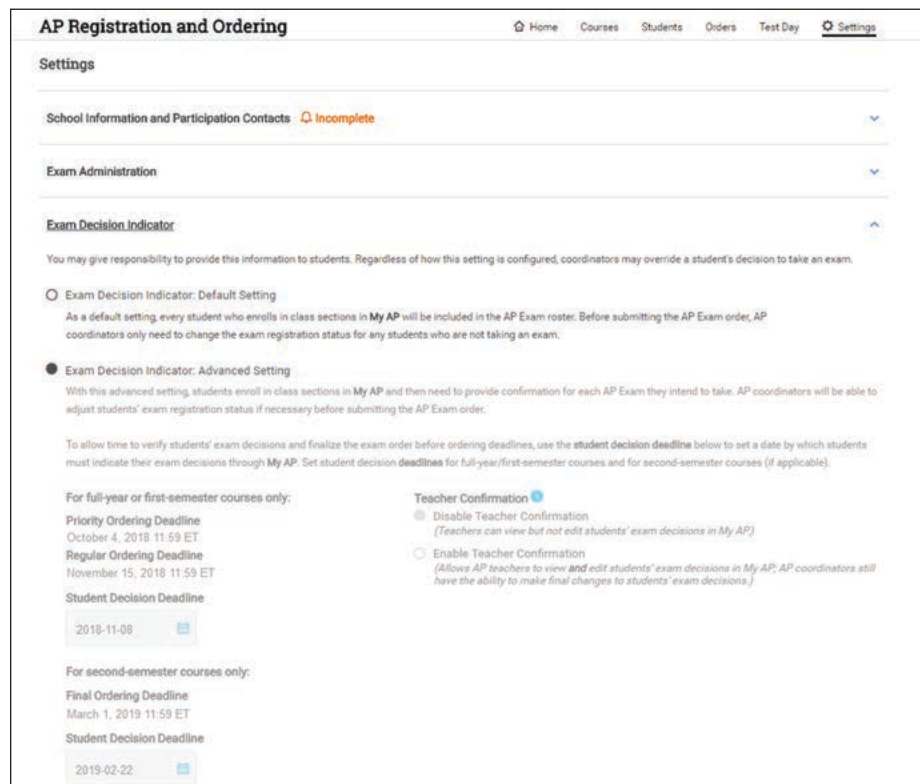
Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Jackson, Jason	AP Psychology	Late 5/23 8 AM	Yes	Reduced	Actions
Saunders, Karen	AP Psychology	Standard 5/07 12 PM	Yes	Standard	Actions
Saunders, Kelly	AP Chemistry	Standard 5/07 8 AM	Yes	Standard	Actions
Student, Karen	AP Computer Science A	Standard 5/15 12 PM	Yes	Reduced	Actions
	AP Statistics	Standard 5/17 12 PM	Yes	Reduced	Actions

Advanced Setting

If you prefer, you may select an advanced setting to allow students to indicate their AP Exam registration themselves.

- To change the exam decision indicator setting, go to **Settings** and select **Exam Decision Indicator: Advanced Setting**.
- If you prefer to use the advanced setting, you should change the setting before students begin accessing the system.
- You may change the exam decision indicator setting only within **7 days** of completing your initial setup in the AP Registration and Ordering system. After 7 days, you may not change this setting.
- You can only change the exam decision indicator setting once—if you select the advanced setting, you won't be able to switch back to the default setting.

- If you select the advanced setting, students' exam decisions will be set as **Undecided**. Resolve any student decisions still set as **Undecided** before submitting your exam order.
- You may still change students' exam registration at any time before submitting your exam order (i.e., changing a student's exam decision from **No** to **Yes**, or from **Undecided** to **Yes** or **No**.)
- If a student is taking an AP Exam at another school, that student should indicate **Yes** for the exam only section they enroll in for that school.



If you opt to enable the advanced decision indicator setting, you also need to set the **Student Decision Deadline**, and you may choose to enable teacher confirmation.

- **Student Decision Deadline:** This is the internal deadline for your students to indicate their exam registration. It's not an official ordering deadline; the student decision deadline gives you time to verify students' exam registrations and finalize the exam order before the priority, regular, and final ordering deadlines. The student decision deadline is defaulted to one week before the regular ordering deadline (for full-year or first semester courses) and one week before the final ordering deadline (for second semester courses). You may set the deadline earlier; if you plan to order by the priority ordering deadline (October 4, 2018), you'll need to set the student decision deadline to a date before October 4. After the student decision deadline, you'll still be able to manage student exam registrations, but students won't be able to change their exam registrations themselves.
- **Teacher Confirmation (optional):** If you'd prefer teachers only be able to view their students' exam registrations but not edit the information, leave the teacher confirmation disabled (this is the default setting). If you enable teacher confirmation, AP teachers will be able to review and edit their students' exam registrations. Remember: Even when teacher confirmations are enabled, you can still make final changes to students' exam registrations.

Class Sections

After completing the steps in the AP Registration and Ordering Setup section, class sections need to be created. Creating class sections is the key to all other activities within the AP Registration and Ordering and AP Classroom systems for coordinators, teachers, and students. Teachers cannot start using AP Classroom resources until class sections are created for their classes. **Class sections must be created as soon as possible, preferably by the first week of class.**

Class sections need to be created to generate the join codes (one unique join code per class section), which students use to enroll in their class sections. Students must be enrolled in class sections to be included in the exam order and to access AP Classroom resources that teachers may assign. (See page 40 for information about join codes.)

Class sections must be created for **all AP courses**, even if there's only one section for a course at your school. For example, if your school has one section for AP Biology, a section must be created for AP Biology in the system. If an instructor teaches multiple sections for a subject, separate class sections should be created for **each** class, as opposed to one section for the subject. By creating a class section for each class, teachers will also be able to view the performance of their individual classes when they review AP Instructional Planning Reports.

AP coordinators or AP teachers can create class sections. Determine who will create class sections—you or the AP teachers—and communicate this information to the teachers. If teachers are creating their own class sections, make sure they know how to view the join codes for their class sections and give those join codes to students.

- **If coordinators create the class sections:** Before creating class sections, coordinators should ensure that new AP teachers have added their course(s) in AP Course Audit (see pages 33–34). After creating the class sections, coordinators can view the join code for each class section, and can either:
 - ♦ Provide the join codes directly to AP teachers or AP students, or
 - ♦ Tell teachers when the class sections have been created. Teachers can then log in to the system and view the join code for their section(s) to give to students.

Coordinators may download a list of all active join codes. See page 41.

- **If teachers create their own class sections:** Teachers can view their class section join codes after creating the section(s) and then give the join code directly to their students. (See page 56 for more information about how teachers can create sections.)
 - ♦ To create class sections, new AP teachers must have added their course(s) in AP Course Audit, and the teachers and the AP Course Audit administrator must have completed the AP Course Audit form. (See pages 33–34 for more information about the AP Course Audit process.)

How to Create a Class Section

Click **Courses** in the top navigation menu to view your school's AP courses. Courses will be listed only for those AP teachers who have added their course(s) in AP Course Audit. If you don't see an AP course listed that you know is offered at your school, check with your school's AP Course Audit administrator.

To create a class section, click **+ Add Section** next to the course, and enter the information in the pop-up window. (See the next page.)

The screenshot shows a modal window titled "Add Section" for "AP Art History". It contains the following fields and options:

- Section Name ***: A text input field with the placeholder "Enter Section Name..."
- Maximum number of students ***: A text input field containing the number "40".
- Course Schedule ***: Two radio button options: "Standard Full Year" (selected) and "Exam Only".
- Teachers ***: A dropdown menu with the placeholder "Choose..."
- Buttons**: "Cancel" and "Create Section" buttons at the bottom right.

- **Section Name:** There's no required naming format in the system; use the naming convention that works best for your school. The names you assign to sections in the AP Registration and Ordering system are what will appear in your school's score reports. (It's a best practice to be consistent when naming sections.) The limit for each section name is **20 characters**.
- **Maximum number of students:** This will default at 40, but this number can be edited. If the maximum number of students expected to be enrolled in a section will be higher or significantly lower than 40, edit this number accordingly. Once the number of enrollments equals the maximum number of students, no one else will be able to enroll in that section unless the coordinator or teacher edits the field to increase the maximum number.
- **Course Schedule:** There are several options for course schedule:
 - ♦ **Standard Full Year:** Use this option if the section is held for the whole school year **or** is held only during the first semester.
 - ♦ **Second Semester:** Use this option if the section begins after the November 15 regular ordering deadline **or** is held only during the second semester.
 - ♦ **Exam Only:** Use this option to create sections for students taking an exam at your school without taking a corresponding course; for example, independent study students or homeschooled students. See below for more information about exam only sections.
- **Teachers:** The drop-down list shows the teachers at your school who have added their course(s) in AP Course Audit.

Creating Exam Only Sections

If your school administers exams to students who aren't enrolled in a course at your school—for instance, because the students are homeschooled, take independent study, or go to another school and ask to take an exam at your school, or because the course isn't offered at your school—you'll need to account for these students by creating an **exam only section**. **Only AP coordinators can create exam only sections; teachers cannot create these sections.**

Click **+ Add Section** and select **Exam Only** for the course schedule.

Students enrolled in exam only sections:

- Won't have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in a teacher's particular class section.
- Might not be linked to a specific teacher's score reports.
- Won't be eligible for exam funding if your state requires that students take a corresponding course.

If a course isn't listed for an exam only section you need to create, go to **Courses**, and on that page click **+ Add Course**. Complete the information in the pop-up box to add the course and create the exam only section.

Other Actions

Go to the **Actions** column for each class section to:

- **Edit Section:** Change section name, update the maximum number of students, update the course schedule, add a co-teacher, or change the teacher.
- **Delete Section:** This permanently deletes the section from your school. You can delete a section only if there are no enrollments in the section.

AP United States Government and Politics	3 Sections + Add Section		3/110	0/3	
AP United States History	+ Add Section		0/40	0/0	
	Period 1	Joan Doe	0/40	0/0	Actions
AP World History	8 Sections + Add Section		11/275		<div style="border: 1px solid red; padding: 2px;"> Edit Section Delete Section See Join Code </div>

Student Enrollment

Viewing Join Codes

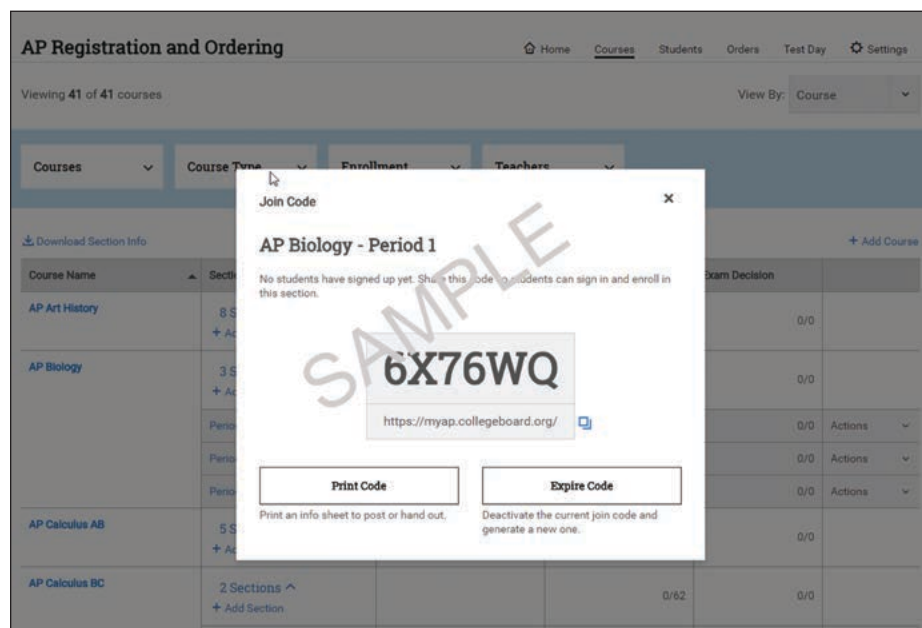
A unique **join code** is generated for each class section created in the system. The join code is a short alphanumeric code that teachers or coordinators need to give to **all** AP students for **each class section** so the students can enroll in the class and access AP Classroom assignments from their teachers.

Join codes shouldn't be shared outside your school, unless you're providing a join code for an exam only section to a homeschooled or independent study student, or a student from another school taking an exam at your school.

IMPORTANT: *To be accounted for in the exam order, students must use a join code to be enrolled in a class or exam only section. (Students who transfer into your school after the November 15 regular ordering deadline will need a transfer code instead of a join code—see page 44.)*

Note: Only coordinators can provide the join code to students in an **exam only section**. These students need the exam only section join code so they can confirm their enrollment and be included in the exam order. Students enrolled in exam only sections **won't** have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in a teacher's particular class section.

- **For Coordinators:** After creating a class section, click **Actions** in the last column next to each course and select **See Join Code**. To download a list with all join codes, go to the **Courses** page and click **Download Section Info** (see page 41).



Note: The join code shown in this image is just an example. Use only the join code generated for each class section in the system.

- **For Teachers:** The **join code** appears in a pop-up immediately after the class section is created. If the coordinator is creating the class sections, the join codes are also listed on the **My Classes** page after the sections are created. (See page 57 for details about how teachers view the join code after creating a class section.)

REMINDER: Join codes are generated **per class section**, not per student or per teacher.

A student enrolled in multiple AP courses will receive a unique join code for **each class**. A teacher with multiple sections will receive a unique join code for each section. Students must be enrolled in a class section to be accounted for in the AP Exam order for the class. Students must also be enrolled to access AP Classroom assignments from their teachers.

On the **Courses** page, click **Download Section Info** to download a spreadsheet with course names, all class section names and type (standard full year, second semester, exam only), the corresponding teacher names, and the active join code for each class section.

The screenshot shows the 'AP Registration and Ordering' dashboard. At the top, there are navigation links for Home, Courses, Students, Orders, Test Day, and Settings. Below this, it indicates 'Viewing 41 of 41 courses' and a 'View By: Course' dropdown. A filter bar contains buttons for 'Courses', 'Course Type', 'Enrollment', and 'Teachers'. A 'Download Section Info' button is highlighted with a red box. Below the filter bar is a table with the following data:

Course Name	Section	Teacher	Student Registrations	Exam Registrations
AP Art History	2 Sections + Add Section		1/80	1/1
AP Biology	3 Sections + Add Section		3/92	2/3
AP Calculus AB	5 Sections + Add Section		4/124	3/4
AP Calculus BC	2 Sections + Add Section		2/62	2/2
AP Chemistry	3 Sections + Add Section		1/90	1/1

Viewing Student Enrollment

After class sections have been created, you can go to the **Courses** page to:

- Click the course name to view a list of students enrolled in all sections for the **course** along with their exam registration and fee reduction status.
- Click the section name to view a list of students enrolled in the specific **section** along with their exam registration and fee reduction status.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses (selected), Students, Orders, Test Day, and Settings. Below the navigation, there are filters for Courses, Course Type, Enrollment, and Teachers. A 'Download Section Info' link and a '+ Add Course' button are also visible. The main table lists various AP courses and their sections. The 'AP Art History' row is highlighted, and the 'Period 1' section is selected, showing a teacher named 'Joan Doe' and 0/40 student and exam registrations. Other courses listed include AP Biology, AP Calculus AB, AP Calculus BC, AP Chemistry, AP Chinese Language and Culture, AP Comparative Government and Politics, and AP Computer Science A.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	
AP Art History	+ Add Section		0/40	0/0	
	Period 1	Joan Doe	0/40	0/0	Actions
AP Biology	3 Sections		0/92	0/0	
	+ Add Section				
AP Calculus AB	5 Sections		0/124	0/0	
	+ Add Section				
AP Calculus BC	2 Sections		0/62	0/0	
	+ Add Section				
AP Chemistry	2 Sections		0/50	0/0	
	+ Add Section				
AP Chinese Language and Culture	2 Sections		0/52	0/0	
	+ Add Section				
AP Comparative Government and Politics	2 Sections		0/80	0/0	
	+ Add Section				
AP Computer Science A	2 Sections		0/41	0/0	
	+ Add Section				

To view **all** enrollments, not just enrollments for a particular section or course, click **Students** in the top navigation menu.

Dropping or Moving Students from a Class Section

Drop a Student

If you need to remove a student from a class section, go to **Students** in the top navigation menu. Click **Drop Student** from the **Actions** column next to the student's name. Students can't drop themselves from a class section.

- If the student's **Order Exam?** status is **Yes**, and you've already submitted your exam order, you'll need to indicate if you want to drop the student from the section **and** remove the exam from the order, or if you want to drop the student from the section **but** keep the exam in the order.
- If the student's **Order Exam?** status is **Yes**, and you haven't yet submitted your exam order, the student is removed from the exam roster. If the student still wants to take the exam without taking the class, don't drop the student from a class section; instead, move the student to an exam only section (see next page).

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Anderson, Elaine	AP Calculus BC	Standard 5/15 8 AM	Yes	Standard	Change Section Drop Student Transfer Out
	AP Chinese Language and Culture	Standard 5/10 12 PM	Yes	Standard	
	AP Computer Science A	Standard 5/15 12 PM	Yes	Standard	
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	
	AP United States Government and Poli...	Standard 5/10 8 AM	Yes	Standard	

If a student is dropping a class section in one subject and enrolling in a class section in another subject, you must drop the student from the class section in the first subject and give them the join code for the appropriate class section in the new subject.

For example, if a student is enrolled in a class section for AP Biology and is dropping that course to join an AP Chemistry course, you must first drop the student from the AP Biology class section. Then, you or the AP Chemistry teacher can give the join code for the AP Chemistry class section to the student so they can enroll.

Note: AP teachers can also drop students from their class sections. If the student's **Order Exam?** status is **Yes** and the exam order has already been submitted, the student is automatically moved to an exam only section for the course after the teacher drops them from their class section. Review these sections before submitting your exam order to confirm those students still intend to take the AP Exam.

Move a Student

If a student needs to be moved from one class section to another for the same course, select **Change Section** from the **Actions** column next to the student's name. By moving a student, as opposed to dropping them, the student's exam decision doesn't change, and no additional costs are incurred.

Only use the **Change Section** action when a student needs to move to a different section of the same course; this includes when a student won't be taking a class but will still be taking the exam, in which case you need to move the student to an exam only section. If a student is changing from a section in one course to a section in a *different* course, you need to drop the student from the section in the first course and give them the join code for the section in the new course so they can enroll (see above).

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Anderson, Elaine	AP Calculus BC	Standard 5/15 8 AM	Yes	Standard	Change Section Drop Student Transfer Out
	AP Chinese Language and Culture	Standard 5/10 12 PM	Yes	Standard	
	AP Computer Science A	Standard 5/15 12 PM	Yes	Standard	
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	
	AP United States Government and Poli...	Standard 5/10 8 AM	Yes	Standard	

Note: If an AP teacher teaches multiple sections of a course, the teacher can move students from one of their class sections to another in the system. An AP teacher **can't** move a student to another teacher's class section in the system.

Indicating Transfer Students

Students who transfer into or out of your school can be added to or removed from your exam roster without incurring a late order or cancellation fee (see page 25).

Reminder: This policy doesn't apply to students who transfer into or out of a **class**, or who drop a class. The late order fee won't be applied to students who transfer into your school; other fees may apply. See page 25.

Students Transferring into Your School

Provide the student with the **transfer code** for all class sections they need to enroll in. **The transfer code is different from the join code.** The transfer code is a unique code per class section that enables the transfer student to enroll and be included in your exam order without incurring a late order fee. The transfer code can only be accessed and provided by the coordinator; teachers don't have access to the transfer code.

To access the transfer code, go to the **Courses** page, click **Actions** from the appropriate class section name, and select **See Transfer Code**. Provide this code to the transfer student who needs to enroll.

Reminder: Share this transfer code with **only one student**. If additional students transfer into your school, you need to provide the transfer code to each student on a **one-by-one basis**.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs: Home, Courses (selected), Students, Orders, Test Day, and Settings. Below the navigation, there are three dropdown menus: Courses, Enrollment, and Teachers. The main content area features a table with columns: Course Name, Section, Teacher, Student Registrations, Exam Registrations, and Actions. The table lists three courses: AP Art History, AP Computer Science A, and AP French Language and Culture. For AP Art History, there are two sections (Period 1 and Period 4) both taught by Ralph Crain. For AP Computer Science A, there is one section (Period 2) taught by Leland Powell. For AP French Language and Culture, there is one section (Period 3) taught by Sandra Rawls. The 'Actions' dropdown menu for the AP Computer Science A section is open, showing options: Edit Section, Delete Section, See Join Code, and See Transfer Code (highlighted with a red box).

Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
AP Art History	2 Sections ^ + Add Section		0/80	0/0	
	Period 1	Ralph Crain	0/40	0/0	Actions
	Period 4	Ralph Crain	0/40		
AP Computer Science A	+ Add Section		0/40		
	Period 2	Leland Powell	0/40	0/0	Actions
AP French Language and Culture	+ Add Section		0/40	0/0	
	Period 3	Sandra Rawls	0/40	0/0	Actions

Students Transferring **Out** of Your School

- If the student transferring **out** of your school has already enrolled in class sections in the system, you'll need to set the student's status to **Transfer Out**. Go to the **Students** page and select **Transfer Out** from the **Actions** drop-down list next to the student's name. This automatically drops the student from all class sections they enrolled in and removes them from your exam roster.

The screenshot shows the 'AP Registration and Ordering' system interface. At the top, there are navigation tabs for Home, Courses, Students, Orders, Test Day, and Settings. Below this is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. A 'Course Type' dropdown is also visible. Below the filter bar is a 'Download Student Roster' link. The main part of the interface is a table with the following columns: Student Name, Course Name, Exam Date, Order Exam?, AP Fee Status, and Actions. The table contains several rows of student data. For the student 'Anderson, Elaine', the 'Actions' dropdown menu is open, showing options: 'Change Section', 'Drop Student', and 'Transfer Out'. The 'Transfer Out' option is highlighted with a red box.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Algarin, Brian	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
Anderson, Elaine	AP Calculus BC	Standard 5/15 8 AM	Yes	Standard	Change Section Drop Student Transfer Out
	AP Chinese Language and Culture	Standard 5/10 12 PM	Yes	Standard	Actions
	AP Computer Science A	Standard 5/15 12 PM	Yes	Standard	Actions
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	Actions
	AP United States Government and Poli...	Standard 5/10 8 AM	Yes	Standard	Actions

- If you've already submitted your exam order, you need to set the student's status to **Transfer Out** and resubmit your pending order change so the student's exams will be removed from your school's exam order.

Finalizing and Submitting Your AP Exam Order

AP Exam orders must be submitted in the AP Registration and Ordering system by these deadlines:

- **October 4, 2018:** Priority ordering deadline
- **November 15, 2018, 11:59 p.m. ET:** Regular ordering deadline
- **March 1, 2019, 11:59 p.m. ET:** Final ordering deadline

Exam orders submitted after November 15, 2018, 11:59 p.m. ET, and by March 1, 2019, 11:59 p.m. ET, will incur an additional late order fee of \$40 per exam (with some exceptions—see page 17).

Reviewing and Updating Order Information

Before submitting your exam order, be sure your order is accurate and that you account for all students' exams.

Note: After the November 15 regular ordering deadline, students won't be able to indicate their exam registration in the system even if the advanced exam decision indicator setting is enabled (see page 35).

If you need to make a critical change to your order, you may do so and resubmit your order up until November 15. You may make some adjustments to your exam order after submitting it without incurring an additional fee—for example, updating special exam materials needed for students with accommodations or ordering additional master CDs. However, submitting new exam orders after November 15 11:59 p.m. ET will result in additional fees, with some exceptions (see page 17).

To access the order, click **Orders** in the top navigation menu.

Reviewing and Changing the Order

On the **Orders** page, review the information in **All Exams**, which displays a summary of all the exams that will be ordered based on information in the **Students** section.

Click on the data in the table to revise the specific record and make any necessary changes.

- **Exam Date:** Review the exam date listed for each course. If you know you need both standard and late exams for a particular course but only standard is listed, you'll need to rereview the exam date listed for students and switch the appropriate students to late testing. (See page 50.)
- **Reduced Fee:** Account for known fee reductions; you'll be able to update students' fee reduction status after submitting your exam order. (See page 49.)
- **SSD Materials:** Account for special exam materials for students with approved or expected accommodations. (See page 51.)
- **Not Taking Exam:** Verify that students whose **Order Exam?** status is set as **No** or **Undecided** don't intend to take the AP Exam.

Changing Student Exam Decision

If you need to change a student’s exam decision, go to the **Students** page, and select the appropriate choice next to the student’s name in the **Order Exam?** column.

To cancel a student’s exam, change their **Order Exam?** status to **No**.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links for Home, Courses, Students, Orders, Test Day, and Settings. Below this is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. A 'Course Type' dropdown is also present. A 'Download Student Roster' link is visible. The main table lists students and their courses. The 'Order Exam?' column for all listed students is set to 'Yes'. A dropdown menu is open for the 'Order Exam?' column, showing options: Yes, No, and Undecided.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Burke, Aaron	AP Chemistry	Standard 5/07 8 AM	Yes	Standard	Actions
	AP Chinese Language and Culture	Standard 5/10 12 PM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	No	Standard	Actions
	AP European History	Standard 5/18 12 PM	Undecided	Standard	Actions
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	Actions
	AP United States Government and Poll...	Standard 5/10 8 AM	Yes	Standard	Actions
Lee, Adrian	AP Biology	Standard 5/14 8 AM	Yes	Standard	Actions

To view a list of all students whose exam registration is **No** or **Undecided**, go to the **Students** page. From the “Order Exam?” sort tab, select **No** and **Undecided**.

The screenshot shows the 'AP Registration and Ordering' interface with the 'Order Exam?' dropdown menu open. The dropdown menu has checkboxes for Yes, Yes (other), No, and Undecided. The 'No' and 'Undecided' options are checked. The main table lists students and their courses. The 'Order Exam?' column for all listed students is set to 'No' or 'Undecided'. There are also filter buttons for 'Order Exam?: Undecided' and 'Order Exam?: No'.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Flores, Katherine	AP Calculus BC	Standard 5/15 8 AM	No	Standard	Actions
	AP European History	Standard 5/18 12 PM	No	Standard	Actions
Hurle, Donna	AP Art History	Standard 5/08 12 PM	No	Standard	Actions
Isaacs, Jon	AP Biology	Standard 5/14 8 AM	No	Standard	Actions
	AP Calculus AB	Standard 5/15 8 AM	No	Standard	Actions
Jones, Catherine	AP Computer Science Principles	Late 5/24 8 AM	No	Standard	Actions
King, Emily	AP Computer Science Principles	Standard 5/11 12 PM	No	Standard	Actions
	AP European History	Standard 5/18 12 PM	No	Standard	Actions

Selecting the Order for Student Labels

The student and exam information from your order will be used to create personalized **AP ID labels** for each student. AP students will put an AP ID label on their answer sheet at each AP Exam they take, eliminating the need for the extensive bubbling in required in the current process. (See pages 13–14 for details.)


You can select how you'd like the AP ID labels to be sorted when they're sent to your school. Click **Student Labels** and select one of three options from **Sort By**. (**Note:** You will be prompted to select an option for the labels when you submit your order.)

- **Student Name:** Select this option to have the AP ID labels sorted in alphabetical order by students' last names. (This is the default option for the student labels in the system.)
- **Grade Level:** Select this option to have the AP ID labels sorted by grade and then by last name within each grade. (The grade level will be the grade indicated on the student's registration page after their initial log in to My AP.)
- **Student First Exam:** Select this option to have the AP ID labels sorted by exam based on administration date (with the first exam to be administered at your school presented first), and the students sorted alphabetically by last name for each exam.

AP Registration and Ordering Home Courses Students Orders Test Day Settings

[All Exams](#) [Student Labels](#) [Other Materials](#)

Labels for each student will be included in your shipment. These labels must be placed on answer sheets at the time of the exam.



Label Sort Order

You can choose how student labels will be sorted when they are shipped to you.

Sort By: Student Name Save Changes

The table below provides an example of how student labels can be sorted with your exam order. The information displayed is a sample and not the data for the labels in your shipment.

Name	Grade	First Exam	Exam Date
Bennet, Mary	10	AP Psychology	<input checked="" type="radio"/> Late 5/23 8 AM
Decker, Theo	12	AP Art History	<input checked="" type="radio"/> Late 5/24 12 PM
Finch, Jean Louise	9	AP United States History	<input type="radio"/> Standard 5/11 8 AM

Indicating Student Fee Reduction Status

You need to indicate the fee reduction status in the AP Registration and Ordering system for each student eligible for a fee reduction. This replaces the need to bubble in students' fee reduction status on their answer sheets.

All enrolled students have a default status of **Standard**. For students eligible for a fee reduction, change the fee reduction status to **Reduced**; for students who don't receive a fee reduction, leave the fee reduction status set at **Standard**.

If you change the fee reduction status to **Reduced** for a student who's taking multiple exams, the fee reduction status change will automatically carry over to all the exams for that student.

The screenshot shows the 'AP Registration and Ordering' system interface. At the top, there are navigation tabs: Home, Courses, Students (selected), Orders, Test Day, and Settings. Below the navigation is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. A 'Course Type' dropdown is also present. Below the filter bar is a 'Download Student Roster' link. The main content is a table with the following columns: Student Name, Course Name, Exam Date, Order Exam?, AP Fee Status, and Actions. The table lists several students and their AP courses. A dropdown menu is open for the 'AP Fee Status' column of the first row, showing 'Standard' and 'Reduced' options.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Algarin, Brian	AP Biology	Standard 5/14 8 AM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
Anderson, Elaine	AP Calculus BC	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Chinese Language and Culture	Standard 5/10 12 PM	Yes	Standard	Actions
	AP Computer Science A	Standard 5/15 12 PM	Yes	Standard	Actions
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	Actions
	AP United States Government and Poli...	Standard 5/10 8 AM	Yes	Standard	Actions

You can update students' fee reduction status in the AP Registration and Ordering system after submitting your exam order.

Important: You can update students' fee reduction status in the system until April 30, 2019, 11:59 p.m. ET. After that point, you need to call AP Services for Educators if an adjustment is needed to any student's fee reduction status.

See page 18 for details about the AP fee reduction policy.

Ordering Alternate Exams for Late Testing

When you place your exam order, indicate in the system any students who will require late testing for 2019 by changing the test date for each of them from **Standard** to **Late**.

When you select a **Late** test date for a student, you need to indicate the reason for late testing. If you don't see your reason listed, select "Reason Not Listed." Depending on the reason for late testing, there may be an additional late-testing fee of **\$40 per exam** charged to partially defray costs. See pages 21–22 for the AP Program's policy on late testing, and a list of reasons that don't incur an additional fee.

Update Order ✕

You are requesting to update the exam date of **AP Calculus AB** for this student. Based on your reason for doing so, there may be price implications.

Reasons for late testing:

Two or more AP Exams on same date and time ▼

Student Name	Course	Exam Date	Exam Fee	Late Order Fee	Late-Testing Fee	Total Exam Cost
Flores, Katherine	AP Calculus AB	Late 5/25	\$85	\$0	\$0	\$85

Cancel
Update

The system shows an alert when a student has more than one AP Exam on the same date and time.

AP Registration and Ordering Home Courses Students Orders Test Day Settings

Courses ▼ Exam Date ▼ Order Exam? ▼ Teachers ▼ AP Fee Status ▼ SSD Materials ▼

Course Type ▼

[Download Student Roster](#)

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Burke, Aaron	AP Chemistry	Standard 5/07 8 AM	Yes	Standard	Actions
	AP Chinese Language and Culture	⚠ Standard 5/10 12 PM	Yes	Standard	Actions
	AP Environmental Science	⚠ Standard 5/10 12 PM	Yes	Standard	Actions
	AP European History	Standard 5/18 12 PM	Yes	Standard	Actions
Chance, Ellen	AP Calculus AB	Standard 5/15 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/10 12 PM	Yes	Standard	Actions
	AP United States Government and Poli...	Standard 5/10 8 AM	Yes	Standard	Actions
Lee, Adrian	AP Biology	Standard 5/14 8 AM	Yes	Standard	Actions

Ordering Exam Materials for Students with Accommodations

Work with your school’s SSD coordinator to identify all students who will require accommodations for AP Exams. Assemble a list of these students for the 2019 AP Exams. You can use this list to help you locate the appropriate students in the AP Registration and Ordering system.

You should indicate all approved or expected special exam format or materials for students before submitting your exam order. You’ll be able to update an existing exam order for any students who receive accommodations approval after the November 15 ordering deadline without any additional fee. However, if you **add an order** for a student after the November 15 ordering deadline, an additional fee will be incurred (see page 16).

In the AP Registration and Ordering system, you’ll be able to view a list of the accommodations on record for each student. Go to the **Students** page and click the student’s name. This brings you to the **Student Details** page, which lists the courses the student is enrolled in. At the bottom of the page is a section called **Accommodations for Students with Disabilities**, which lists the status of any accommodations requested for the student in the College Board’s Services for Students with Disabilities (SSD) system.

Accommodation	Comments	Application Received	Status
Mathematical Calculations +50% (time and 1/2)		6/21/2017	✓ Approved 6/21/2017
Reading +50% (time and 1/2)		6/21/2017	✓ Approved 6/21/2017
Listening +50% (time and 1/2)		6/21/2017	✓ Approved 6/21/2017
Writing +50% (time and 1/2)		6/21/2017	✓ Approved 6/21/2017
Small group setting		6/20/2017	✓ Approved 6/21/2017

Reminder: Indicating special formats or materials in the AP Registration and Ordering system is **not** the same as submitting a request for accommodations. Requests for accommodations must be submitted to the College Board’s SSD office. To take an AP Exam with accommodations, a student **must** be approved for accommodations by the College Board’s SSD office. Providing accommodations to students without College Board approval will result in cancellation of these students’ scores. See page 23 for details.

You'll need to indicate any special exam formats or materials a student needs based on their approved or expected accommodation(s). To order exam materials for the student's accommodation(s), click **Special Exam Materials** next to the appropriate course on the student's **Student Details** page. Complete the information in the pop-up window.

AP Chemistry: Special Exam Materials for Students with Accommodations

Special Formats

14 point font Custom font size point
 20 point font Braille
 Assistive Technology Compatible (ATC)
 Large block answer sheet [?]

Reader Materials

Reader Copy [?]

Testing Time: Limited-Time or Multiple-Day Materials

Limited-Time Testing [?] Multiple-Day Testing [?]

Other Materials

I've reviewed this student's order and special exam materials

Indicate **only** exam materials. If a student's accommodation doesn't require special materials, don't indicate the accommodation.

If you have any questions about which exam materials a student with accommodations needs, consult your school's SSD coordinator.

The table below (also shown on page 24) shows which accommodations/materials should and should not be indicated in the AP Registration and Ordering system:

Indicate in AP Registration and Ordering System*	Do Not Indicate in AP Registration and Ordering System**
Assistive–technology compatible (ATC)	Extended time
Limited-time testing and/or multiple-day testing	Rest breaks
Large-block answer sheet used with regular-format exams	Food or drink
Braille format	Medication
14- or 20-point large-type format	Testing with a computer
Large-type formats other than 14 or 20 point	Calculator for noncalculator test sections
Reader copies of exams	Magnifier/magnifying machine
Printed scripts for the master audio parts of AP Exams in French, German, Italian, Spanish Language and Culture, and Spanish Literature and Culture	Colored overlay
	Ruler/straightedge

*This is the list of special formats and materials that can be indicated in the AP Registration and Ordering system for students with approved or expected accommodations. If a student's accommodation is for a material not listed here, contact the College Board SSD Office for further instruction.

**This is a list of common accommodations. There could be other approved accommodations. Remember, if the student's accommodation does not require special exam formats or materials, do not indicate the accommodation in the AP Registration and Ordering system.

Reminder: You should indicate all approved or expected accommodations before submitting your exam order. See pages 23–25 for additional policies about ordering exams for students with disabilities.

Ordering Master CDs

If you need to order master CDs for any of the reasons listed on page 27, go to the **Orders** page and indicate the exams that require additional CDs. (This feature will be available starting October 2018.)

Submitting the Order

After you've made any necessary adjustments to the order and have reviewed the student label options, review the exam information shown on the **Orders** page one final time.

When you're confident the information is correct, click the yellow **Submit** button. You will then confirm you want to submit the order.

AP Registration and Ordering

Home Courses Students **Orders** Test Day Settings

Main Order
1 Exam **Submit**

Creating your order
To add or remove exams from your order, use the links in the **All Exams** table below. Then come back here and submit your order before deadline.

All Exams Student Labels Other Materials

Download Order Details

Course	Exam Date	Total Cost	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Art History	Standard 5/08	\$0	0	0	3	0
AP Chemistry	Standard 5/07	\$125	0	0	2	1

Submit

Next Steps

Once you've submitted your AP Exam order through the AP Registration and Ordering system, you've completed the critical step for the fall.

Here's an overview of what comes next:

- **Between November 16 and March 1:** Update your exam order with any cancellations and new orders; indicate updates needed based on changes to students' accommodations approval status or state funding plans. Fees will apply, with some exceptions; see page 17.
- If students transfer into or out of your school, update your exam order without incurring a fee; see page 25.
- In November, PDFs will be available on collegeboard.org/ap2018 for the *AP Coordinator's Manual, Part 2: 2018-19 AP Implementation* and the *Bulletin for AP Students and Parents: 2018-19 AP Implementation*. The AP Program will begin shipping copies of these publications in December to schools whose AP coordinator has signed the AP Participation Form.
- **By March 1, 2019, 11:59 p.m. ET:** Make any necessary updates to your exam order, including submitting the order for exams for second semester courses and updating orders as needed for students with accommodations based on the approval status of their accommodations requests.
- In **April**, your school will receive exam shipments and shipments with students' AP ID label sheets.

Please continue to access resources and trainings through collegeboard.org/ap2018. If you have any questions, contact us at ap2018@info.collegeboard.org or 844-314-3632 (see inside front cover for hours).

System Use for AP Teachers and Students

This section gives AP coordinators an overview of how AP teachers and students will use the system and the AP Classroom resources available to them. The quick reference sheets on pages 65–68 will help teachers and students get started. These reference sheets can be downloaded from collegeboard.org/ap2018.

AP teachers and students complete a simple digital activation process, giving teachers access to new resources and allowing students to provide registration information before exam day.

Teacher Access to AP Classroom

Reminder: To access the AP Classroom resources and set up class sections for students, new AP teachers must have their course(s) added and approved by an administrator in AP Course Audit.

To access the **AP Classroom** system, all AP teachers go to myap.collegeboard.org and log in using their College Board professional account; this is the same username and password teachers use with AP Course Audit, the AP Teacher Community, and Online Score Reporting.

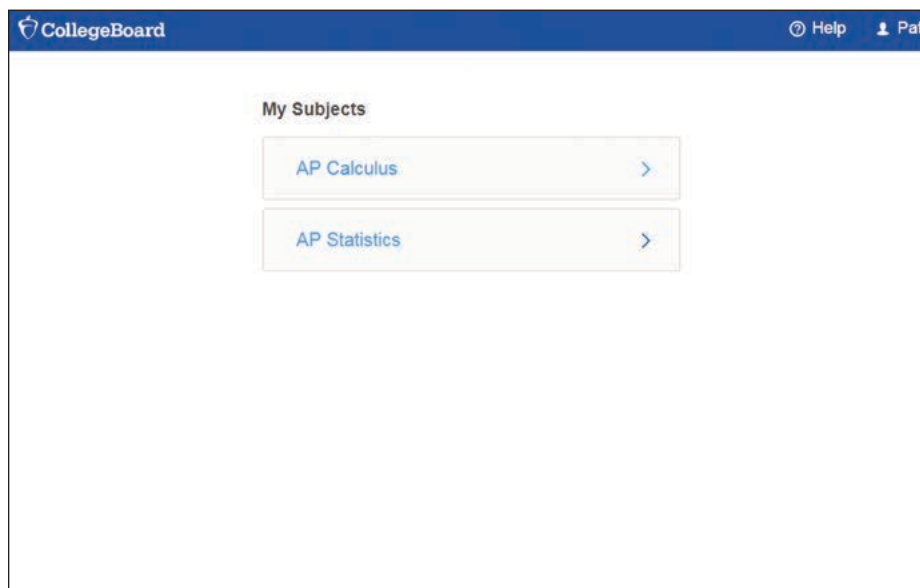
It's important that teachers don't create multiple College Board accounts. Multiple accounts prevent teachers from properly accessing the AP Classroom system.

Teachers need access to a computer that supports the latest version of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer, and is connected to the internet.

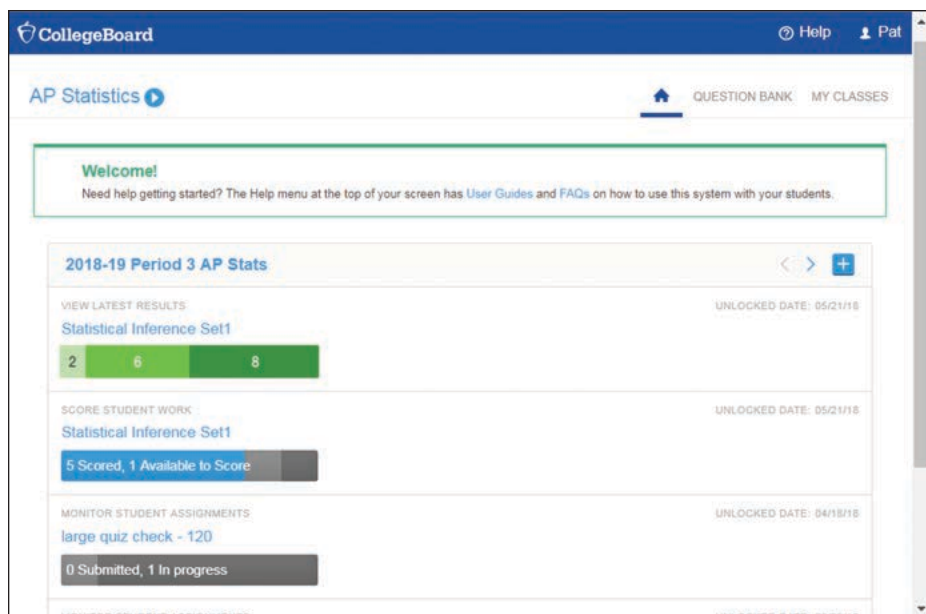
Teachers can access detailed user guides by clicking **Help** at the top of the screen after logging in to AP Classroom.

After logging in, teachers see either:

- The AP Classroom dashboard for their course (if the teacher only has a single course), **or**
- A listing of their courses (if the teacher has multiple courses)



(This screenshot shows the landing page for an AP teacher with multiple courses.)

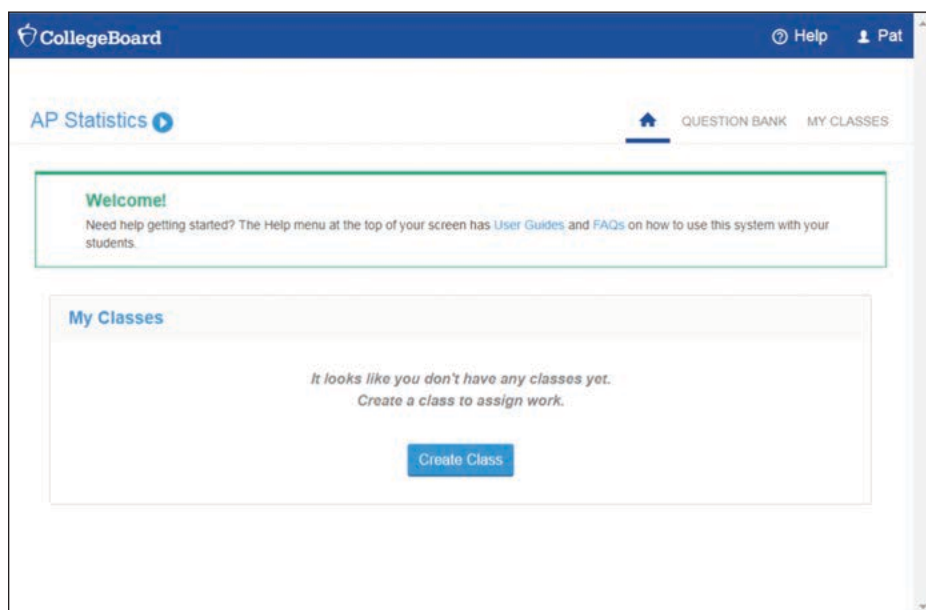


(This screenshot shows the course dashboard.)

Creating Class Sections

This information applies if teachers are creating their own sections. If the coordinator is creating class sections, teachers only need to know how to view the join codes for their sections (see next page). Communicate with AP teachers to let them know if they should create their own class sections.

After logging in at myap.collegeboard.org, teachers click **Create Class**. This takes them to their **My Classes** page, where they can create their class sections.



On the **My Classes** page, click **Add Section** and complete the information in the pop-up box:

- **Section Name:** There's no required naming format in the system—use the naming convention that works best for your school. The names you assign to sections in the AP Registration and Ordering system are what will appear in your school's score reports. (It's a best practice to be consistent with how sections are named.) The limit for the section name is **20 characters**.
- **Maximum number of students:** This will default at 40, but this number can be edited. If the maximum number of students expected to be enrolled in a section will be higher or significantly lower than 40, edit this number accordingly. Once the number of enrollments equals the maximum number of students, no one else will be able to enroll in that section unless the coordinator or teacher edits the field to increase the maximum number.
- **Course Schedule:** There are several options for course schedule:
 - **Standard Full Year:** Use this option if the section is held for the whole school year **or** only during the first semester.
 - **Second Semester:** Use this option if the section begins after the November 15 regular ordering deadline **or** only during the second semester.

If a teacher teaches multiple sections of a subject, they should create separate class sections in the system.

Viewing the Join Code

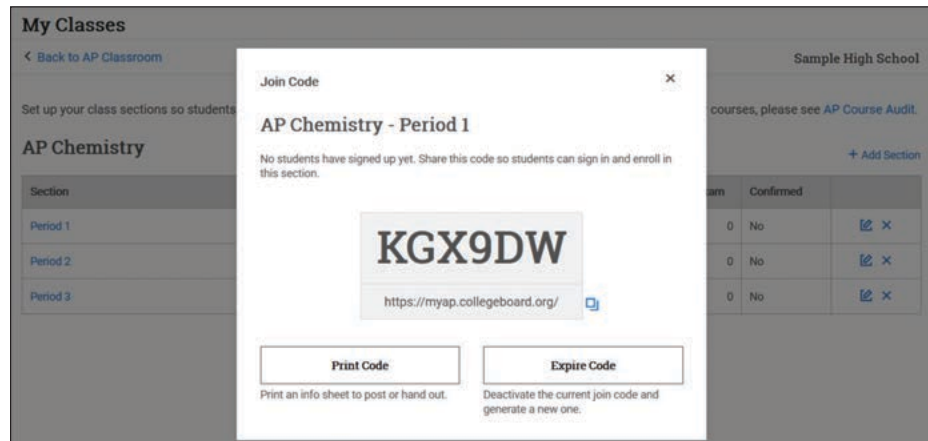
After teachers create the class section, the **Join Code** is shown. Teachers must provide the join code to their students so the students can enroll in the course and access the AP question bank.

(The join code is also shown next to the section name if the AP coordinator has created the class sections.)

The screenshot shows the 'My Classes' page for 'Sample High School'. Under the 'AP Chemistry' section, there is a table with the following data:

Section	Join Code	Max Students	Enrolled	Taking Exam	Confirmed	
Period 1	KGX9DW	40	0	0	No	
Period 2	WD9RVA	40	0	0	No	
Period 3	K7X3EX	40	0	0	No	

To share the join code, click the icon to the right of the code.



As students enroll, teachers can view the enrollments. Teachers can also view students' exam registrations.

Important: Join codes are generated **per class section**, not per student or per teacher. Therefore, if a teacher has multiple sections, the system will generate a unique join code for each section for the teacher to provide to their students. Students must have a join code for each class they're taking to enroll for that class in the system and to be accounted for in the exam order. Students also need to be enrolled to access the AP question bank for each AP class section.

Confirming Students' Exam Registrations

If you have selected the advanced exam decision indicator setting and have also enabled the teacher confirmation setting, AP teachers can update students' exam registrations up until the student decision deadline. (See pages 35–36.) Teachers can confirm all of their students' exam registrations are updated; when a teacher does this, students' ability to adjust their exam registration is locked.

After the student decision deadline, which is set by the AP coordinator, **only** the coordinator can adjust students' exam registrations.

Accessing AP Classroom Resources and the AP Question Bank

After class sections have been established and the join code generated, teachers will be able to use the AP question bank—a library of real AP Exam questions—with their students. From the **AP Classroom dashboard**, teachers can click **Question Bank** to create assignments for each class section.

Title	Question Type	Topic	Stimulus Type
2016 International Form Section I Q1	MCQ	I.B	Graph
2016 International Form Section I Q2	MCQ	I.E	Table
2016 International Form Section I Q3	MCQ	I.VB	Text-Based
2016 International Form Section I Q4	MCQ	I.B	Text-Based
2016 International Form Section I Q5	MCQ	III.D	Text-Based
2016 International Form Section I Q6	MCQ	II.B	Text-Based

After students log in to My AP and enroll in their AP classes, they can click **AP Classroom** for each of the classes they're enrolled in to view AP Classroom assignments from their teachers, take AP quizzes, and review their performance on submitted assignments throughout the year.

Teachers can view class and individual student performance on every assignment throughout the year with feedback at the question-level.

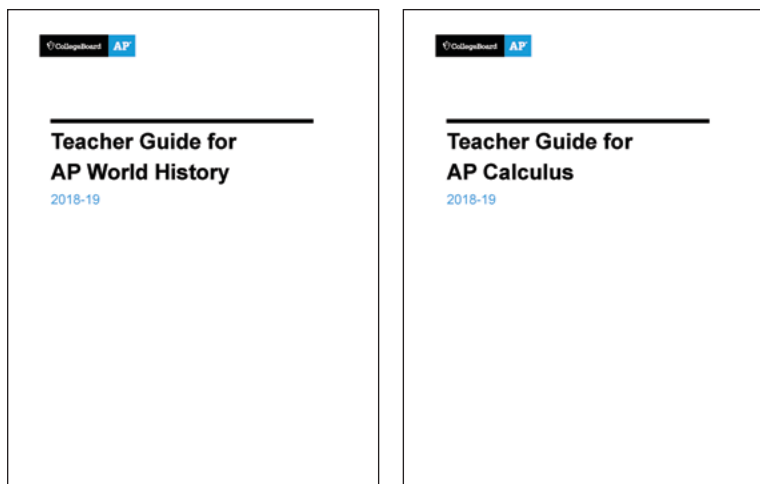
Question	Score	Total
Class Performance (2018-19 Period 3 AP Stats)	2	6
2016 International Form Section I Q12	4	5
2016 International Form Section I Q13	1	8
2015 International Form Section II - Part A Q1	1	3
Overall	1	3

Interactive tutorials and how-to guides will be available to teachers within the AP Classroom system with step-by-step guidance on how to get the full benefit of these new AP tools—including how to find AP questions, create and assign quizzes, score student work, and get performance results.

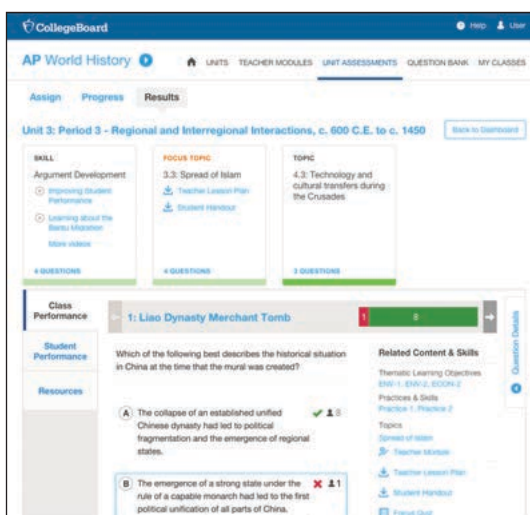
Additional Resources for AP Calculus and World History

In 2018-19, AP Calculus and World History teachers have access to these additional resources for use with their students:

- Unit Guides:** Optional planning guides that outline content and skills for topic areas within a course, so you can focus and deepen instruction. Each unit guide suggests sequence and pacing of content, scaffolds skill instruction across commonly taught units, organizes content into topics, and outlines the focus of the unit tests.



- Unit Tests:** Formative questions that give students feedback on the areas where they need to focus. Unit tests include multiple-choice and free-response questions, measure skills in the context of the unit, feature scoring guidelines aligned to the AP rubric, and provide rationales to explain correct and incorrect answers.



- Focus Quizzes:** Optional, teacher-assigned formative assessments that are tied to foundational or important topics that students find challenging.
- Lesson Plans:** Lessons that are tied to the focus topics and provide practice in the key course skills.

Student Access to My AP

To access **My AP**, all AP students go to myap.collegeboard.org and log in using their College Board student account. If students don't have an account, they can click a link to create one.

It's important that students don't create multiple College Board accounts—this could create problems when submitting your exam order and when the AP Program needs to send students important messages, such as score report information. If a student isn't sure whether they already have a College Board account, they can contact AP Services for Students for verification before attempting to create a new account.

Students need access to a computer or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer, and is connected to the internet.

After logging in, students see **My Courses and Exams**. Students must enter the join code provided by their AP teacher or AP coordinator for **each of their AP classes**. This enrolls them in the course and facilitates order identification and submission, and allows them to access AP Classroom coursework their teacher may assign.

Important: Join codes are generated **per class section**, not per student or per teacher. If a student is enrolled in multiple AP courses, they will receive a unique join code for **each class**. To be accounted for in the exam order, students must enroll in their classes in the system. They also must be enrolled in their classes in the system to access the AP Question Bank for each AP class section.

Enrolling in Courses

To enroll, students:

- Click **Join a Course or Exam**.
- For each class, enter the join code provided by the AP teacher or AP coordinator to enroll.
- Complete their registration information. *(Students do this once, after entering the join code for their first class; see the next page for details.)*

The screenshot shows the 'My AP' dashboard. At the top, there are navigation links for 'My Courses & Exams' and 'My AP Profile'. The main heading is 'My Courses & Exams' with a '+Join a Course or Exam' link. Below this is a welcome message: 'Welcome to My AP! Here you can access assignments, resources, and exam information to help you succeed in AP.' A notification banner states: 'You have not joined any courses or exams for the 2018-2019 school year.' Below the notification, it says 'By joining courses in My AP, you'll be able to:' followed by a bulleted list: 'Complete assignments from your teachers', 'Check your exam registration status', and 'Review important exam day information'. On the right side, there is a 'Related Links' section with five links: 'Hear from AP Students', 'Learn About AP Exams', 'View the AP Calendar', 'Search AP Credit Policies', and 'Follow Us on Twitter'. At the bottom, there is a large yellow button that says 'Join a Course or Exam'.

Registration Data

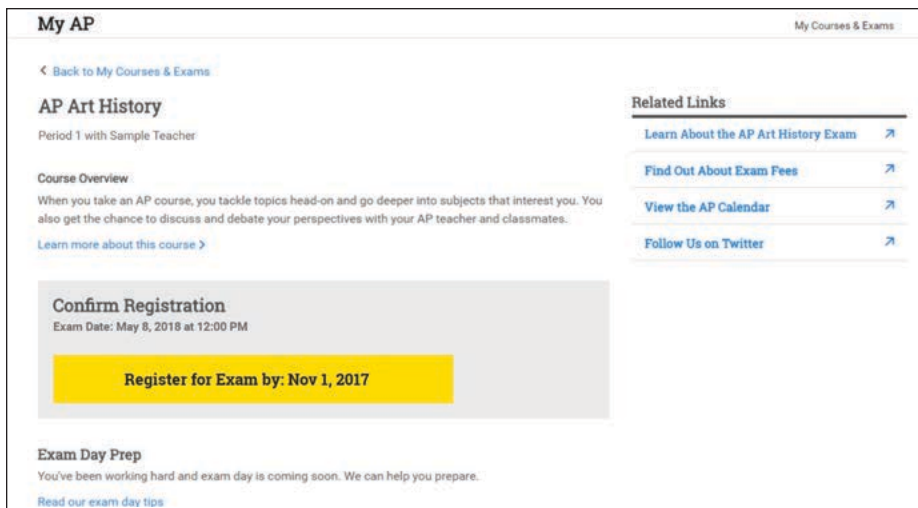
When a student logs in and enters a join code for the first time, they'll be prompted to provide registration data. Students should ensure this information is accurate.

Indicating Exam Registration

You or the AP teachers should advise students if they need to indicate their exam registration in the system (if you've selected the advanced exam decision indicator setting). If you leave the exam decision indicator at the default setting, students don't need to indicate their decision to take the exam in the system; the default setting includes all students who enroll in class sections before the November 15 regular ordering deadline in the exam roster. (See page 35.)

If you have selected the advanced exam decision indicator setting: For each course, students need to click **Register & View Details**, then click **Register for Exam** on the next screen. From the pop-up window, the student selects either **Confirm Registration** (if they're taking the exam) or **No, I wish to remove myself from taking this AP Exam**. The student should make sure the school indicated in the pop-up window is the school where they plan to take the exam; if it's not, they should contact you.

Coordinators or teachers should let students know the deadline for indicating their exam registration.

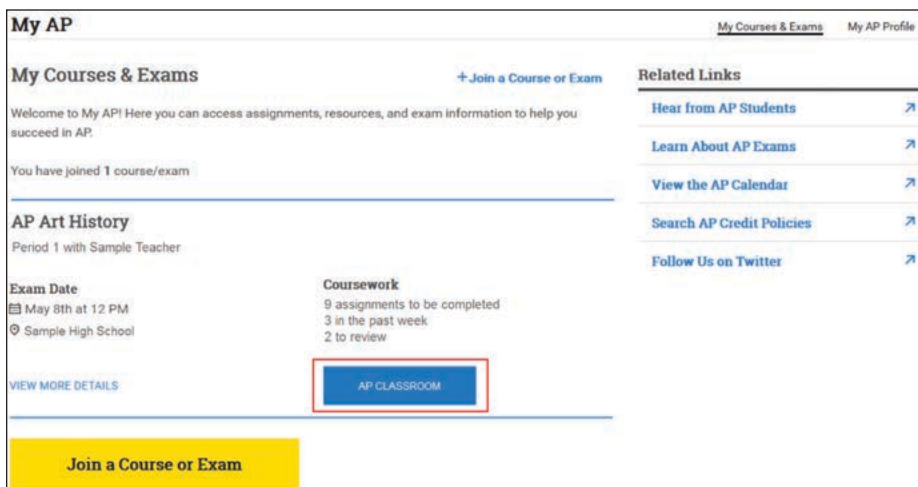


(The screenshot above is just an example. The date shown in the yellow **Register for Exam by** button will be the date you set as the student decision deadline when you select the advanced decision indicator setting. See pages 35–36.)

Accessing AP Classroom Assignments

If the AP teacher has assigned materials from AP Classroom, students click **AP Classroom** for each of the classes they’re enrolled in to access the assignments from their teacher for that section.

Students should talk to their AP teachers if they have questions about accessing or completing their AP Classroom assignments.



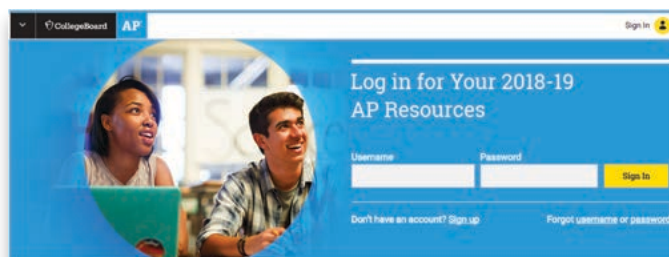
Students enrolled in exam only sections don’t have access to AP Classroom assignments. If a student enrolled in a teacher’s class section cancels an exam, they will still be able to access AP Classroom assignments from that teacher.

2018-19 AP IMPLEMENTATION

For Teachers: How to Create a Class

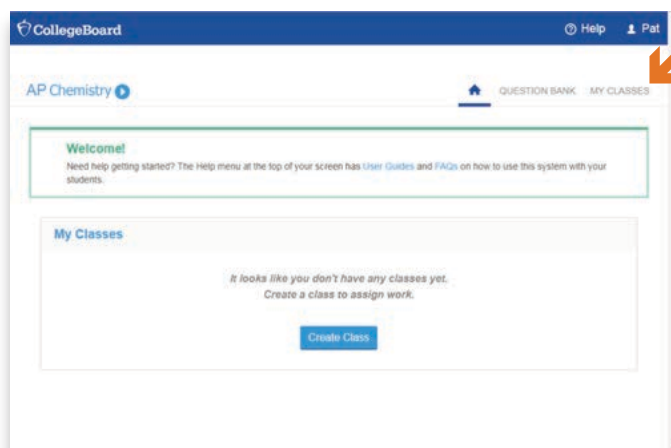
1 LOG IN

Log in to myap.collegeboard.org using your College Board professional login. This is the same login you've used in the past to access the course audit, online teacher community, and online score reporting. If you don't have a College Board professional account, click the **Sign Up** link. (Don't create multiple accounts.)



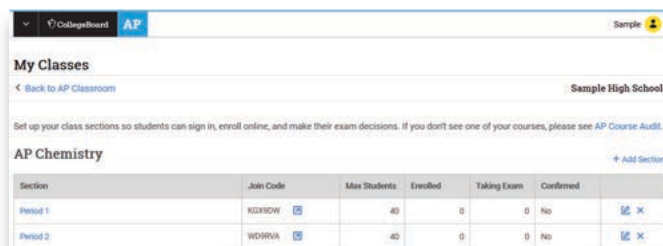
2 NAVIGATE TO MY CLASSES

From your course homepage, click the **My Classes** link on the top right of the page.



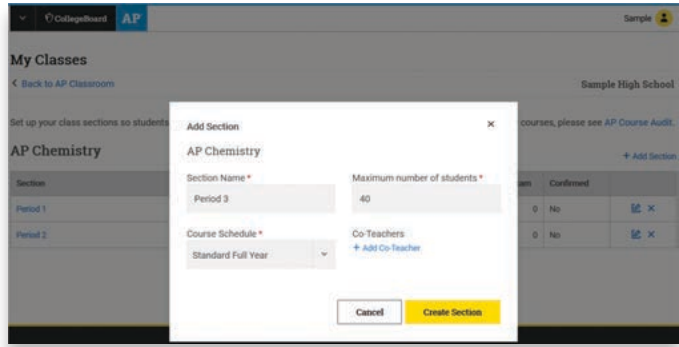
3 ADD A SECTION

The **My Classes** page gives you a view of all your class sections. Click **+Add Section** to the right of the course name to add a new section.



4 FILL OUT SECTION INFORMATION

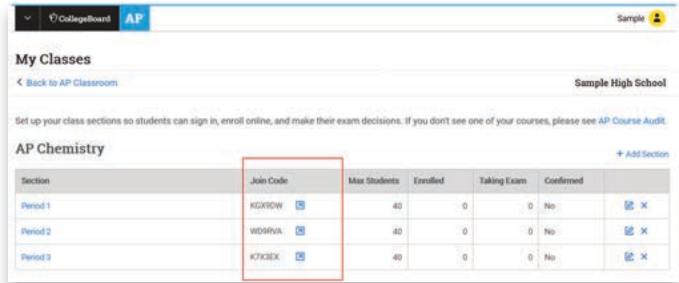
Fill out the pop-up that appears with the class section name, maximum number of students, and course schedule. You can also add a co-teacher here.



5 SHARE JOIN CODE WITH STUDENTS

The new section will now appear on your **My Classes** page. Each section has a unique join code. Share this code with your students, so they can sign in and enroll in the class section.

Write the join codes for your class sections below. Students can join a section using the join code you provide at myap.collegeboard.org.



Course _____

Section _____ Code _____

Section _____ Code _____

Section _____ Code _____

Course _____

Section _____ Code _____

Section _____ Code _____

Section _____ Code _____

2018-19 AP IMPLEMENTATION

For Students: How to Join a Class

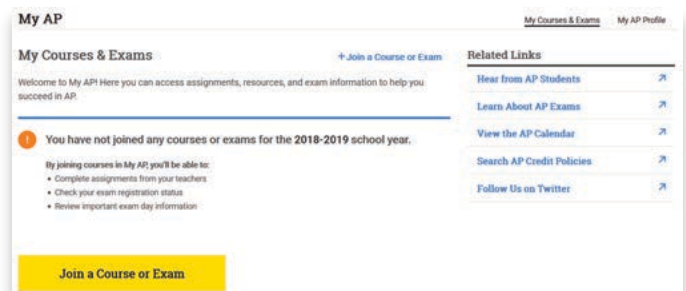
1 LOG IN

Log in to myap.collegeboard.org using your College Board student account login. This is the same login you've used in the past to access your AP scores online. If you don't have a College Board student account, click the **Sign Up** link. (Don't create multiple accounts.)



2 JOIN A COURSE

Click the **Join a Course or Exam** link. Before you do this, make sure you have the join code from your teacher. You'll need this to join a class.



3 SUBMIT JOIN CODE

Enter the join code your teacher gave you, and click **Submit**.

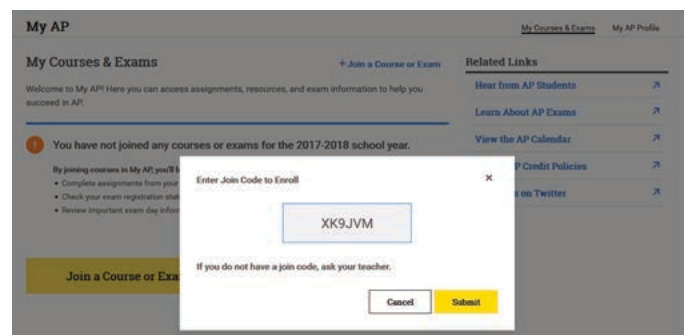
Write your course join codes here:

Course _____ Code _____

Course _____ Code _____

Course _____ Code _____

Course _____ Code _____



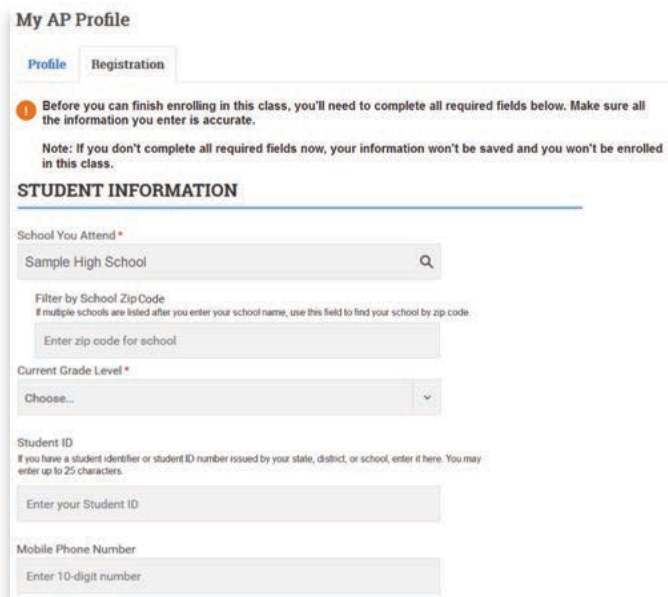
4 VERIFY COURSE INFORMATION

Make sure the information that comes up is for the course you are taking. If it is, click **Yes**.



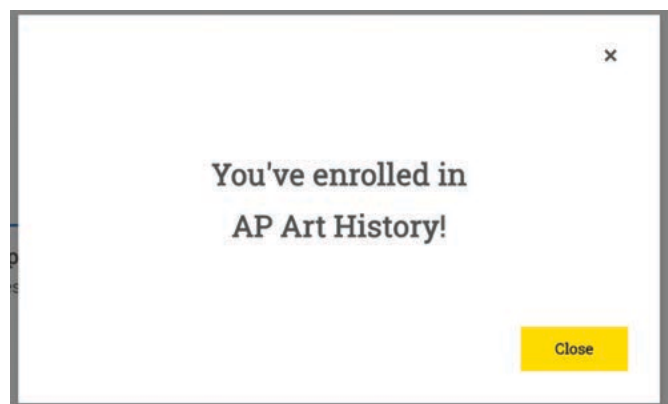
5 FILL OUT REGISTRATION INFORMATION

The first time you enroll in an AP course in My AP, you'll have to fill out some registration information. It's important to provide accurate information. You only have to do this once.



CONGRATULATIONS!

You're enrolled in your AP course.



2019 AP Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 p.m.
Monday, May 6, 2019	United States Government and Politics	Chinese Language and Culture Environmental Science
Tuesday, May 7, 2019	Seminar Spanish Language and Culture	Japanese Language and Culture Physics 1: Algebra-Based
Wednesday, May 8, 2019	English Literature and Composition	European History French Language and Culture
Thursday, May 9, 2019	Chemistry Spanish Literature and Culture	German Language and Culture Psychology
Friday, May 10, 2019	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>		

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

2019 AP Late-Testing Schedule

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

2018-19 AP Implementation Support

For Coordinators, Administrators, and Teachers:

Email: ap2018@info.collegeboard.org

844-314-3632 (August 1—August 17, 2018: M-F, 9 a.m.—7p.m. ET;
starting August 20, 2018: M-F 8 a.m.—8 p.m. ET)

For Students:

Email: ap2018-students@info.collegeboard.org

844-314-3632 (August 1—August 17, 2018: M-F, 9 a.m.—7 p.m. ET;
starting August 20, 2018: M-F, 8 a.m.—9 p.m. ET)

College Board Services for Students with Disabilities

P.O. Box 6226

Princeton NJ 08541-6226

844-255-7728 (toll free in the United States and Canada)

212-713-8333

609-771-7944 (fax)

Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications
for accommodations to:

College Board SSD

P.O. Box 7504

London KY 40742-7504

866-360-0114 (fax)

Office of Testing Integrity

P.O. Box 6671

Princeton NJ 08541-6671

800-750-6991 (toll free in the United States and Canada)

609-406-5430

609-406-9709 (fax)

Email: tsreturns@ets.org

AP Services mailing information

P.O. Box 6671

Princeton NJ 08541-6671

610-290-8979 (fax)

For overnight and/or courier:

AP Services

1425 Lower Ferry Road

Ewing NJ 08618-1414

877-274-6474 (toll free in the United States and Canada)

