

2019-20 AP[®] Coordinator's Manual

Part 1

INCLUDES:

- What's new for 2019-20
- 2020 AP Exam schedule
- Exam ordering policies and deadlines
- Instructions about new exam registration and ordering processes



About College Board

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

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. College Board also believes that all students should have access to academically challenging coursework 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.

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)

Email: apexams@info.collegeboard.org
Email: apexams-intl@info.collegeboard.org
(for educators outside the United States)

Call Center Hours
M–F, 8 a.m.–8 p.m. ET
April 20–May 29, 2020, M–F, 7 a.m.–9 p.m. ET

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

AP Services mailing information

P.O. Box 6671
Princeton NJ 08541-6671

For overnight and/or courier:
AP Services
1425 Lower Ferry Road
Ewing NJ 08618-1414
877-274-6474 (toll free in U.S., U.S. Territories, and Canada)

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
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 (OTI)

Contact OTI if you discover or suspect any issues related to the security of your school's exams

P.O. Box 6671
Princeton NJ 08541-6671
800-750-6991 (toll free in U.S., U.S. Territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org

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Dear AP Coordinator,

For more than 60 years, the AP® Program has given students the opportunity to take college-level courses in high school. And while all AP students deserve the chance to earn college credit, we know that not all pursue it.

To understand why, we spoke with AP educators and conducted our own research. We learned that students start the year with high expectations and confidence, but by the spring many don't feel ready to take an AP Exam. This is particularly true for traditionally underrepresented students.

In looking for a solution, we learned that more than half of AP schools register their students in the fall. In these schools, students perform better on AP Exams. Educators told us that their students were more engaged and less likely to give up when faced with challenging topics.

When we piloted fall registration, we found the same, compelling results. That's why we're introducing fall registration for the 2019-20 school year. Additionally, we've developed a host of free resources for students and educators, and an improved ordering system and time-saving registration labels for AP coordinators.

AP's mission is to expand access to high-quality learning for students of all backgrounds. These changes do just that.

We recognize that the shift to fall registration is a significant one for many schools and for coordinators like you who play a critical role in the success of the Program. Your work does not go unnoticed. We're grateful for your collaboration, your flexibility, and your commitment to your students.

Thank you,

A handwritten signature in black ink that reads "Trevor Packer". The signature is fluid and cursive, with a long horizontal flourish at the end.

Trevor Packer

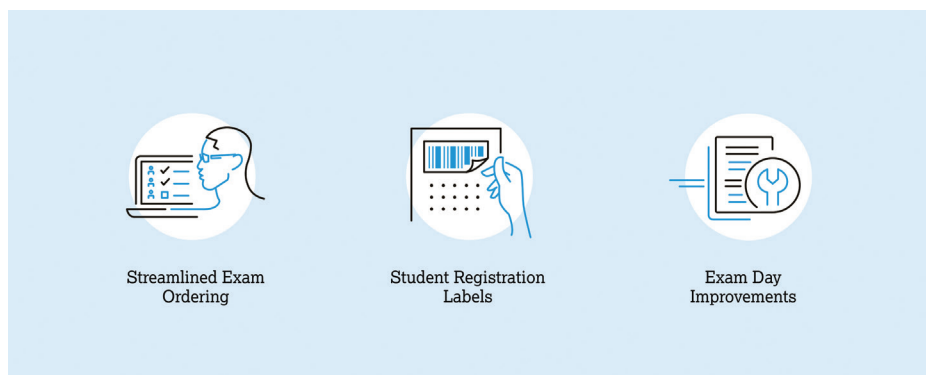
What's New

Beginning this year, **AP® Exam registration will take place in the fall and AP students and teachers will have access to new instructional resources.** The new instructional resources include unit guides, personal progress checks, a bank of real AP questions, and more. We're also introducing new digital tools and processes.

At the beginning of the school year, all AP coordinators, teachers, and students go to myap.collegeboard.org to access My AP, a personalized homepage with AP information, resources, and tools.

For AP Coordinators

Coordinators use AP Registration and Ordering to organize student exam registrations and submit the exam order. The new deadline for submitting exam orders is **November 15, 2019, 11:59 p.m. ET.** See *AP Exam Ordering and Fees: Deadlines and Policies* (pages 19–37) for details. Processes are streamlined, from exam registration to ordering to exam day.



When students register for exams, AP coordinators can access **student rosters.** Coordinators then review, adjust, and submit that information as the school's exam order. See *Accessing and Using AP Registration and Ordering* (pages 47–90) for details.

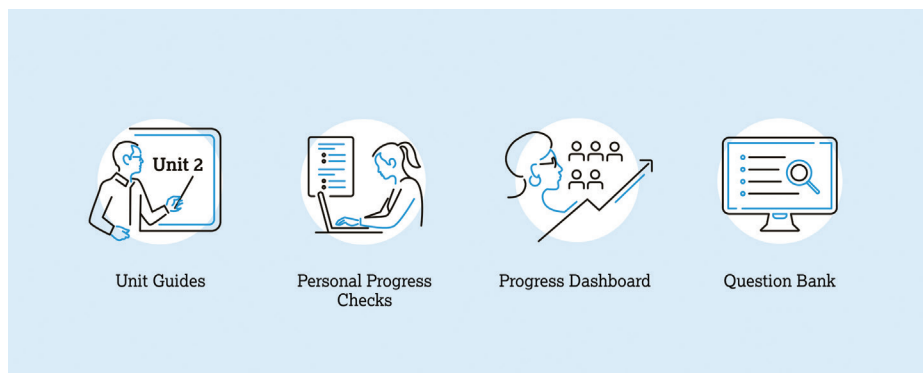
In the spring, your school will receive a set of personalized **AP ID labels** for each student included in your exam order. AP ID labels connect students' exam materials with their registration information and significantly reduce the time spent on bubbling student information before the exam. Because of this, **preadministration sessions are eliminated.** See *Exam Materials: AP ID Label Sheets and Answer Sheets* (pages 44–46) for details.

New tools, including tools to help with exam room assignments and proctor assignments, will help coordinators organize their exam administration. More information about exam day tools will be in **Part 2** of the *2019-20 AP Coordinator's Manual*.

For details about the *AP Coordinator's Manual*, which you'll receive in two parts this year, see pages 10–11.

For AP Teachers

Teachers use **AP Classroom** to access and assign free instructional resources. See *Resources and Tools for AP Teachers and Students* (pages 93–106) for details.



Unit Guides outline all required course content and skills covered on the exam, organized into commonly taught units. Each unit guide will suggest sequence and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.

Personal Progress Checks are made up of formative AP questions that provide feedback on student progress as they complete each unit throughout the year.

Progress Dashboards display results from personal progress checks, providing real-time insights to student achievement and areas to prioritize for additional support.

The **AP Question Bank** is an online library of more than 15,000 real AP questions that teachers can access to create customized practice and tests. AP Topic Questions can also be assigned by teachers as students learn the content and skills in each unit.

For AP Students

Students access **My AP** to complete AP Classroom assignments from their teachers and to register for exams. Students get individual feedback through personal progress checks and practice questions assigned by their teachers. For exam day, students will receive personalized registration labels—AP ID labels—that significantly reduce the amount of time spent bubbling information on their answer sheets. See *Resources and Tools for AP Teachers and Students* (pages 93–106) for details.

Preparing Your School for the New AP Year

All schools will need to take a few key steps at the beginning of the school year to access the new classroom resources and enable students to register for AP Exams.

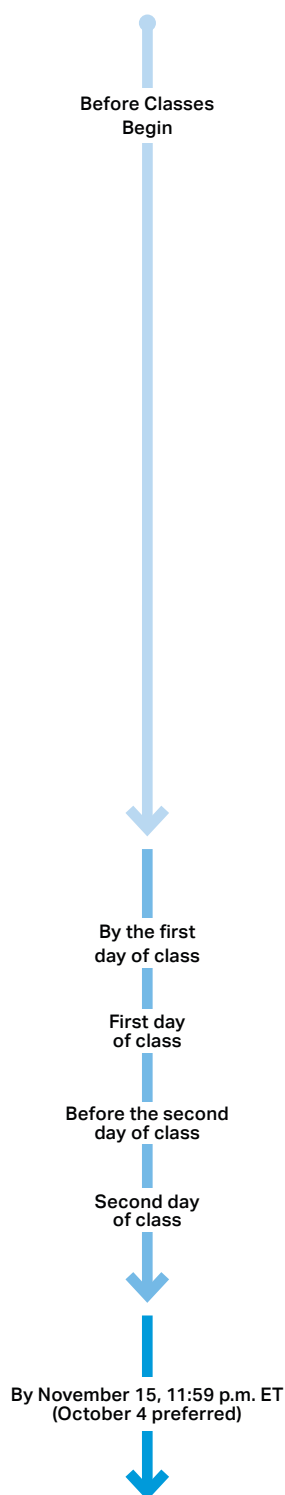
To assist you, we've developed three new guides:

- **Setup, Enrollment, and Ordering** (p. 4), for AP coordinators, provides an overview and timeline of the steps coordinators, teachers, and students need to take.
- **Helping Students Join Your AP Class Section** (p. 107), for AP teachers, has instructions for getting class join codes and ensuring that students have joined class sections.
- **Joining Your AP Class Section** (p. 109), for AP students, is an assignment students receive from their AP teacher on the first day of class, and includes step-by-step instructions for joining their teacher's class section online.

Review this information and plan how your school will ensure all AP students enroll online when classes begin. These guides can be downloaded at collegeboard.org/ap-tools.

Setup, Enrollment, and Ordering

From August 1 through November 15, schools complete four steps to access new classroom resources and register students for AP Exams. For a downloadable PDF of this page, go to collegeboard.org/ap-tools. See pages 47–90 for details about these steps. (If your school doesn't offer AP courses, but administers AP Exams or offers AP courses but sends students elsewhere to test, see page 48 for more information.)



1. Access the System

Coordinators and principals	receive the access code by email on August 1, and by mail near the start of the school year. (If you can't locate your access code, call AP Services for Educators at 877-274-6474 or 212-632-1781.)
Coordinator	signs in to myap.collegeboard.org using their College Board username and password and enters the access code.
Coordinator	completes the initial setup steps in AP Registration and Ordering and completes the AP Participation Form.
Coordinator	makes sure new AP teachers have added their courses to the AP Course Audit and had their completed Course Audit forms approved by the school's Course Audit administrator.

2. Class Section Setup

Coordinator	enters class sections for all AP classes at their school (and exam only sections, if applicable).
Coordinator	notifies teachers that class sections and join codes are available.

3. Enrollment and Use of AP Classroom Resources

Teachers	sign in to myap.collegeboard.org using their College Board username and password, and get the unique join code for each class they teach.
Teachers	share the join code with the students in their class along with instructions for signing in and joining the class section: collegeboard.org/joinapclass .
Students	sign in to myap.collegeboard.org and enroll in their AP class sections, using the unique join code for each.
Teachers	begin using AP Classroom resources with their students.

4. Order Finalization

Coordinator	organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Late orders and canceled exams, and orders for courses that start after November 15, must be submitted no later than March 13, 2020, 11:59 p.m. ET.)
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AP Key Dates

The following are the key dates related to exam ordering and submitting final payment. For information about all important dates and deadlines through the year, see the *2019-20 AP Coordinator Planning Calendar* on pages 12–16.

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 2019-20 AP course and/or new AP teacher.

**AUG
1**

Beginning August 1, 2019:

Access myap.collegeboard.org and complete AP Participation Form

- AP Registration and Ordering and AP Classroom are available.
- AP coordinator receives AP Registration and Ordering access code; completes initial setup and completes the AP Participation Form online. (See pages 47–56)
- Teachers who have appropriate Course Audit approval can access AP Classroom. (See pages 93–101.)

Before classes begin:

Create class sections in myap.collegeboard.org

- The AP coordinator sets up AP class sections in the system. (See pages 61–64.)

Before the second day of class:

- 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 68, 101–104.)

Second day of class:

- Teachers and students begin using AP Classroom resources. (See pages 99–101, 106.)

**OCT
4**

By October 4, 2019:

Preferred ordering deadline

- 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, 2019, 11:59 p.m. ET:

- 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 13, 2020, 11:59 p.m. ET) will incur an additional \$40 late order fee; some exceptions apply. (See pages 19–22.)
- Exams may be canceled after this date, but \$40 will be charged per exam; some exceptions apply. (See pages 19–22.)

**MAR
13**

By March 13, 2020, 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 and known cancellations (fees may apply); deadline to submit the exam order for courses that start after November 15. (See page 19.)

**JUN
15**

By June 15, 2020: Pay invoice

- Schools submit payment for their invoice to College Board.

Frequently Requested Information

Ordering Deadlines and Fees

- When do I need to submit my exam order? *Page 19*
- How do I order exams for courses that start after the November 15 final ordering deadline? *Pages 19, 35*
- How much do exams cost? *Page 20*
- What are the fees for late exam orders, unused/canceled exams, and alternate exams for late testing? *Page 21*
- When is payment due to the College Board? *Page 20*

Accessing AP Registration and Ordering; Initial Setup

- How do I access and use AP Registration and Ordering? *Page 47–90*
- How do I complete the AP Participation Form? *Pages 52–56*
- What is My AP? *Pages 56–57*

Class Sections and Join Codes

- What are class sections? What are exam only sections? How do I create them? *Pages 61–64*
- What are join codes? Can I download a list of the join codes for my school? *Pages 65–67*

Ordering Exams

- How do I organize and submit my exam order? *Pages 76–90*
- How do I order exams for students who are testing at my school but don't attend my school? *Pages 35–36*
- How do I order exams for homeschooled students? *Pages 35–36*
- How do I order exam materials for students with accommodations? *Pages 29–33, 83–85*
- Can I order an exam if a student's accommodation request hasn't yet been approved by the College Board Services for Students with Disabilities (SSD) office? *Pages 29–33*
- How do I order alternate exams for late testing? *Page 82*
- A student was unable to complete their exam during the regular exam administration. Can they test during the late testing exam administration? *Page 28*

Managing Student Enrollment

- How do students join class sections? *Pages 68, 102, 109–110*
- My school has students who transfer to or out of our school throughout the year. How do I account for them in my exam order? *Pages 34, 74–76*
- My school administers exams to students from virtual schools. How do I account for them? *Pages 35–36*
- A student needs to move from one class section to a different class section for the same course. What do I need to do in the system? *Page 73*
- A student has withdrawn from an AP class, but is still attending my school. I already submitted my exam order. What do I need to do? *Pages 71–72*
- Can I download a list with all student information, including each student's AP ID? *Page 70*

Fee Reductions

- What are the fee reduction eligibility criteria? *Pages 24–26*
- My school has students who are eligible for College Board fee reductions. How do I indicate that? *Pages 26, 86*
- My state hasn't announced its AP Exam funding policy for 2020 yet. Can I order students' exams if I don't know this information? *Pages 26–27*

What's Not Changing

Many aspects of your AP program won't change in the 2019-20 school year.

- Exams are administered during the first two full weeks in May. (See the exam schedule on the back cover.)
- The exam fee and exam fee reduction are unchanged. (See page 20.)
- How and when to collect exam fees remains a school-level decision.
- The postmark deadline for submitting payment with your invoice to the AP Program remains June 15.
- Scores will be reported on the usual timelines.

Professional Learning Opportunities and Resources

College Board is offering a wide range of sessions and resources for AP coordinators and teachers about the changes to AP in the 2019-20 school year.

Visit collegeboard.org/ap2019 to access all training resources, including downloadable handouts with details about resources and professional development sessions for AP coordinators and teachers.

For Coordinators

- Live online sessions are available throughout the year. Topics include an operational overview (available now); exam registration, student enrollment, and exam ordering (registration opens May 2019, sessions start in August 2019); and the AP Exam administration (registration opens December 2019, sessions start in January 2020). To register, visit collegeboard.org/APcoordinator-sessions.
- Self-guided tutorials available in AP Registration and Ordering provide guidance on key tasks.
- Face-to-face AP coordinator workshops, available for free in the U.S. (Outside of the United States, AP coordinator workshops are available for a fee.) For information, visit collegeboard.org/ap2019workshops.
- Participate in the online AP Coordinator Community. Post questions, get answers, download resources, network, and interact with thousands of other AP coordinators. To register, visit collegeboard.org/ap-coordinator-community.

For Teachers

- Videos focused on the new AP instructional resources
- In-person training events for new and experienced AP teachers
- Self-guided tutorials on the new course and exam descriptions
- Course-specific videos and print resources

AP Courses and Exams

Course and Exam Descriptions

This year, there are new course and exam descriptions (CEDs) for almost all AP subjects. The new CEDs refine and clarify the scope of content that can be assessed on the AP Exam for college credit and provide teachers a suggested topic and skill sequence they can adapt to their needs rather than having to build from scratch. The new CEDs are available on AP Central.

AP teachers in the United States who have completed the **AP Course Audit** can request a free CED binder by visiting collegeboard.org/CED before **January 31, 2020**. New AP teachers should wait to request their binders until their AP Course Audit form for 2019-20 has been approved by their administrator. CED binders will be mailed beginning in June 2019.

NOTE: CED binders aren't available for AP Computer Science Principles, AP Seminar, and AP Research, because those subjects follow a different curricular model than the other AP subjects.

2019-20 Course and Exam Updates

Some AP subjects have course updates for the 2019-20 school year. For information on all course and exam updates, visit the course pages on AP Central.

As AP coordinator, be aware of changes for **AP Art and Design** and **AP World History: Modern**.

AP Art and Design

- AP Studio Art: 2-D Design, AP Studio Art: 3-D Design, and AP Studio Art: Drawing will become **AP 2-D Art and Design**, **AP 3-D Art and Design**, and **AP Drawing**.
- The portfolios will now have two sections: Sustained Investigation and Selected Works.
- Your students will submit fewer required works of art, giving them more time to focus on in-depth, inquiry-based art and design making.
- The digital submission web application will become available in November, after your school's exam order is submitted. (Previously the digital submission web application opened in January.)

AP World History: Modern

Starting in 2019-20, the **AP World History: Modern** course will begin with 1200 CE. Visit collegeboard.org/APWorld2019 for more information about the updates.

AP Course Audit

The AP Course Audit administrator at your school is responsible for confirming teacher participation in the Course Audit system. Ensuring accurate and current information in AP Course Audit is important because your school's AP courses and teachers are listed in AP Registration and Ordering based on the information in AP Course Audit.

If there are any AP teachers at your school not listed in the AP Registration and Ordering system when you create class sections, contact your AP Course Audit administrator. If you're unsure who the administrator is, ask your school's principal.

To be able to create class sections in AP Registration and Ordering, note the following information about Course Audit:

- **Returning AP teachers:** If an AP teacher at your school was Course Audit-authorized last year, they'll be listed in AP Registration and Ordering. You or the teacher can create class sections for the teacher's course(s), and the teacher has access to AP Classroom.
- **New AP teachers or those teaching an AP course for the first time:** These teachers won't be listed in AP Registration and Ordering, can't create class sections, and can't access the AP Classroom **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 new AP course they're teaching. The Course Audit administrator is notified when the teacher has submitted their Course Audit form. Once the Course Audit administrator has approved the form, the new teacher can access AP Classroom and can also create class sections.

NOTE: If your school or test center only administers AP Exams and doesn't offer any AP courses, your school **doesn't** need to take any action in AP Course Audit.

AP teachers and Course Audit administrators can reach the AP Course Audit help line toll free at 877-APHELP-0 (274-3570). International users can call 212-632-1781 or email apexams-intl@info.collegeboard.org. The AP Course Audit help line is available Monday–Friday, 8 a.m.–5 p.m. ET.

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; the receipt, storage, distribution, administration, security, and return of AP Exam materials; and the 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 who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as detailed in **Part 1** and **Part 2** of the *2019-20 AP Coordinator's Manual*.

If a new AP coordinator takes over during the academic year, promptly update the coordinator information in the School Information and Participation Contacts section in AP Registration and Ordering. (See page 55 for details.) Schools no longer need to send notification on school letterhead if there's a coordinator change. The new AP coordinator must meet all AP coordinator eligibility requirements.

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.

The AP coordinator is responsible for safeguarding the content of AP Exams before, during, and after testing and must never discuss unreleased exam content with anyone.

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 manual in two parts. This is **Part 1** of the manual. It will support you through the fall activities, leading up to the November 15 final exam ordering deadline. **Part 2** will cover topics you need to know after you submit your exam order, including all exam administration and post-administration tasks.

Part 1

 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 fees
- Fee reductions
- Ordering alternate exams for late testing

- Ordering exam materials for students with testing accommodations
- Ordering exams for homeschooled students, self-study students, students not from your school, or students taking courses through a virtual school.
- Updated ordering processes for AP Art and Design, AP Capstone™, AP Computer Science Principles, AP Chinese Language and Culture, and AP Japanese Language and Culture Exams
- Initial setup in the AP Registration and Ordering system, including details about the access code and completion of the AP Participation Form
- Class section creation and student enrollment
- Reviewing, updating, and submitting the exam order
- AP Classroom resources for AP teachers and students

Part 2

Part 2 of the *AP Coordinator's Manual* will be available as a PDF in November and mailed to schools starting in December.

Topics covered in Part 2:

- Ongoing exam order management
- Exam security overview
- Checking and storing exam materials
- Proctor eligibility and proctor training
- Preparing students
- Exam day activities
- Administration Incidents
- Post-exam activities
- Returning exam materials
- Accessing and paying your invoice
- Score reporting services
- Exams that require special preparation, including world language and culture exams, Music Theory, Capstone (Seminar and Research), Computer Science Principles, and Art and Design
- Exams for students with approved accommodations

2019-20 AP Coordinator Planning Calendar

This detailed calendar includes deadlines as well as recommendations for monthly tasks to help you prepare for your school's AP Exam administrations. New milestones for 2019-20 are labeled as **NEW**. Critical deadlines and steps are highlighted in bold.

August–September 2019

- NEW** Principals and AP coordinators receive the 2019-20 AP access code mailing, containing the access code AP coordinators need for initial entry to the AP Registration and Ordering system. Also included: the *2019-20 AP Coordinator's Manual, Part 1*. Principals and AP coordinators also receive the access code via email.
- NEW** AP coordinators complete initial setup, complete the AP Participation Form, and create class sections in **AP Registration and Ordering**. (See pages 47–67 for details.)
- NEW** Ensure that new AP teachers (1) have added their course(s) in AP Course Audit; and (2) have completed the AP Course Audit form and had the form approved by their school's AP Course Audit administrator. New AP teachers need to complete these steps first so class sections can be created for their courses and to access **AP Classroom**. (See page 9 for details.)
- NEW** By the second day of class, students join class sections using the join code provided by their AP teachers or the AP coordinator.
- Carefully read the *2019-20 AP Coordinator's Manual, Part 1*, making note of new processes, deadlines, and fees. Note items that will need follow-up.
- Visit collegeboard.org/ap2019 to review and register for training sessions.
- Review all new 2019-20 processes** with members of your school (principal, AP teachers, and AP students).
- Schedule an AP information session for students and parents. Download resources from collegeboard.org/ap-tools.
- If your school collects fees from students and families, determine how and when the fees will be collected. (**Reminder: The deadline for exam payments to College Board remains June 15.**)
- Determine when information will be available to identify students who are eligible for College Board fee reductions. In AP Registration and Ordering, you'll need to indicate students who are eligible for College Board 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 24–27 for details.)
- NEW 9/4:** By this date, **homeschooled students or students from schools that don't offer AP Exams** should contact **AP Services for Students** to get the contact information of local AP coordinators willing to test outside students. If you work with any homeschooled students or students from other schools who plan to test at your school, let them know about this timeframe. These students need to be included in your school's exam order by November 15 in order to not incur the late order fee.

- Print or make copies of the 2020 AP Exam schedule and distribute to teachers and administrators. Confirm that the 2020 AP administration dates are noted on the school calendar.
- AP Art and Design teachers receive copies of the 2019-20 AP Art and Design Portfolio Requirements brochure.
- Meet with the SSD coordinator to discuss the eligibility process and AP students with approved or expected accommodations. **For exam ordering, you'll need to know which students have approved or expected accommodations that require special exam formats.** (See pages 29–33 for details.)
- Check the school schedule for possible conflicts (academic and/or athletic) with the AP Exam administration. Identify which students may need alternate exams for late testing.
- Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator. Connect with colleagues, share resources, and discover and exchange ideas. Visit collegeboard.org/ap-coordinator-community.

October 2019

- NEW 10/4: Preferred ordering deadline.** (Recommended)
- NEW 10/4:** By this date, **homeschooled students or students from schools that don't offer AP Exams** should contact the **AP coordinators** identified by **AP Services for Students** to determine if one of them can arrange testing for the students. If you work with any homeschooled students or students from other schools who plan to test at your school, let them know about this time frame. These students need to be included in your school's exam order by November 15 in order to not incur the late order fee.
- 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 2019

- NEW 11/15, 11:59 p.m. ET: Final ordering deadline. Exam orders submitted after this date will incur an additional \$40 per exam late order fee; some exceptions apply.** (See pages 19–23.)
- NEW** The AP Art and Design digital submission web application is available. Coordinators and teachers will receive an access email from the AP Program.
- AP Course Ledger of authorized 2019-20 AP courses is available online.
- 2019 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools. (Designated authorized test centers outside the United States, as well as schools that don't administer their own exams, won't receive this rebate.) Because the complexity of an AP coordinator's work varies directly with the number of exams administered, the amount of the rebate varies proportionately:
 - \$250 for schools giving 150–499 exams
 - \$500 for schools giving 500–749 exams
 - \$1,000 for schools giving 750–999 exams
 - \$1,500 for schools giving 1,000–1,999 exams
 - \$3,000 for schools giving 2,000 or more exams

December 2019

- AP Potential™ is available for the latest PSAT/NMSQT® administration. 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 mail copies of the *2019-20 Bulletin for AP Students and Parents* and the *2019-20 AP Coordinator's Manual, Part 2*, in separate shipments to schools whose coordinator has electronically signed the AP Participation Form by the November 15 final ordering deadline.
- Carefully read the *2019-20 AP Coordinator's Manual, Part 2*, making note of AP Program changes and items requiring follow-up.
- Distribute the *2019-20 Bulletin for AP Students and Parents* to all AP students and advise them to read it, especially the test security and administration policies and procedures. Advise students to share it with their parents.
- Check with your AP Art and Design teacher(s) to ensure that all students have their Teacher Key and school code and have set up access to the AP Art and Design digital submission web application.
- Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin securing off-site facilities.
- Check in with the SSD coordinator to review any accommodation approvals that have changed or still need to be submitted.

January 2020

- NEW 1/17:** Last day to submit accommodations requests and supporting documentation (if needed) through SSD Online. (This deadline used to be in February. Because of earlier exam ordering deadlines, the accommodations request deadline has been moved to January.) (See pages 29–33.)
- 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 2019-20 courses.
- If needed, order the required Koss® SB45/SB45 USB or Califone® 3066AV/3066-USB headsets for AP Chinese and AP 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 *2019-20 AP Coordinator's Manual*.)
- Schedule a proctor training session for late April.

February 2020

- Review and reserve the equipment required for exams that need special preparation.
- Review and reserve the equipment required for exams administered with accommodations.
- Check in with the SSD coordinator to review any accommodation requests that have changed or that haven't yet been approved.

March 2020

- NEW 3/13 11:59 p.m. ET: Spring Course Orders and Fall Order Changes deadline.** Make any changes to existing exam orders or submit new exam orders by this deadline. See pages 19–21 for details about deadlines and fees. If you need to place an exam order after March 13, you must call AP Services for Educators.

- Before March 13, review any students still listed as **No** or **Undecided** for their **Order Exam?** status, and check with the students to confirm their exam plans. (See page 79 for more details.)
- NEW 3/13, 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 2020 AP Exam administration. (See **Part 2** of the *2019-20 AP Coordinator's Manual* for details.)
- Use the Estimated Timing Table in **Part 2** of the *2019-20 AP Coordinator's Manual* 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 *2019-20 AP Coordinator's Manual* 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 in the 2020-21 school year.

April 2020

- NEW 4/30, 11:59 p.m. ET: Deadline to indicate students' fee reduction status** in AP Registration and Ordering. (See page 86 for details.)
- 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 (Seminar and Research):** (1) Verify that 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 that all student presentation components of performance tasks have been scored in the AP Digital Portfolio by 11:59 p.m. ET.
- Receive shipments of exam materials and AP ID label sheets. The AP ID label sheets are sent in a separate shipment from your exam materials. Check all 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 AP Japanese Exams on each testing computer. (Don't open the Exam CD.)
- Remind AP Art and Design teachers to forward students' digital portfolios to you well in advance of the May 8, 8 p.m. ET 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 desks, tables, and chairs, if needed. Follow the seating policies in **Part 2** of the *2019-20 AP Coordinator's Manual*.
- Review the details of the exam schedule, proctors, rooms, and required equipment.
- Review the details of exams administered with accommodations with the SSD coordinator.
- Review all details before the exam administration begins.

May 2020

Regularly Scheduled Exam Dates: 5/4–8, 5/11–15

Late-Testing Exam Dates: 5/20–5/22 (See pages 27–29 for late-testing policies.)

- Make sure the testing sites and testing rooms are properly set up following AP Exam seating requirements and have the necessary desks, tables, chairs, and equipment on exam day.
- Administer the exams as outlined in **Part 2** of the *2019-20 AP Coordinator's Manual* and the *2019-20 AP Exam Instructions* book.
- 5/8, 8 p.m. ET:** Deadline to forward AP Art and Design digital portfolios to the AP Program. Gather AP 2-D Art and Design and AP Drawing students for the assembly of the Selected Works sections of portfolios no later than May 8.
- 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 delays.
- Schedule, order, and arrange for any last-minute alternate exams for late testing, if needed. (See pages 27–29.)
- Prepare exam materials for return.
- Verify and print your packing list for inclusion in your return shipment of exams. See **Part 2** of the *2019-20 AP Coordinator's Manual* for details about preparing your return shipment.
- Complete all SSD paperwork (NAR and the NAR return envelope).
- Complete any necessary Incident Reports (IRs). IRs must be returned in the IR 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 the close of the next business day after their 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 *2019-20 AP Coordinator's Manual* for details.
- NEW** Access your invoice through the AP Registration and Ordering system. (See **Part 2** of the *2019-20 AP Coordinator's Manual* for details.)

June 2020

- 6/1:** All exam materials must arrive at AP Services. Schools are billed twice the fee for each exam in shipments received after this date.
- 6/15:** Postmark deadline for exam payment and invoices to the AP Program. Late payments incur a \$225 fee.
- NEW 6/20:** Deadline for students to indicate or change the recipient of their free score report through My AP. Note that students only indicate the recipient for their free score report through My AP; they no longer indicate this information on their answer sheets. Remind students to provide this information through My AP by the deadline.
- Enter 2021 AP Exam dates on the 2020-21 school calendars.

July 2020

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

2019-20 SSD Coordinator Planning Calendar

September–November 2019

- Visit with all AP teachers and counselors to find out if there are students with disabilities who plan to take AP Exams.
- As early in the school year as possible, submit requests for accommodations, using SSD Online, for students with disabilities who aren't yet approved.
- Check that accommodations needed for any students taking AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory are up to date. Call College Board Services for Students with Disabilities to advise of any students taking AP Chinese or AP Japanese with accommodations.
- Work with the AP coordinator to order appropriate exams for your students, including special exam materials that are **approved or expected** for students based on their accommodations. The AP coordinator submits exam orders by **November 15, 2019** (11:59 p.m. ET) for all full-year and first-semester AP courses.

December 2019–January 2020

- NEW** Ensure that all accommodations requests and complete documentation (if needed) are submitted through SSD Online by **January 17, 2020**. (This deadline used to be in February. Because of earlier exam ordering deadlines, the accommodations request deadline has been moved to January.)
- Look at your SSD Online roster of students and check that all students listed, and the student information, are correct. Confer with students and parents to ensure awareness of the accommodations approved for the students.
- Work with the AP coordinator and principal to ensure sufficient and appropriate testing sites for students with disabilities.
- Make sure you have sufficient, tested, and appropriate equipment for all students with approved accommodations (e.g., computers and printers, calculators, and extra CD players and computers or digital recording devices for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory).
- Work with the AP coordinator to identify proctors appropriate for exams given with accommodations and any other staff necessary for those administrations (i.e., writers, readers, interpreters).

February–April 2020

- Work with the AP coordinator to order any materials needed for students based on changes to their accommodations approval status. The AP coordinator submits final exam order changes through the AP Registration and Ordering system by **March 13, 2020, (11:59 p.m. ET)**. If a student is denied accommodations for a special exam format or material that has already been ordered, the coordinator will need to submit a change to their exam order. If the change to the student's accommodations approval status occurs after March 13, the AP coordinator will be able to submit a change to their exam order for the student. (See page 31 for details.)
- Train proctors how to administer exams for students requiring extended time, computers, large-type exams, etc. Review the extended time tables in **Part 2** of the *2019-20 AP Coordinator's Manual*. Visit collegeboard.org/apssd for additional information about testing SSD students.

- Arrange for students approved for a reader, writer, or sign language interpreter to speak with the assistant to discuss how best to work together during the exam administration.
- Instruct students to bring their copies of the Accommodations Letter to the testing room at the time of the exam administration.
- Encourage teachers to conduct practice exams (employing the accommodations for which students are approved) using AP Released Exams or the practice AP Exams available to AP Course Audit–authorized teachers. Contact College Board Services for Students with Disabilities with questions about practice exams.
- Sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Have a copy of the NAR for each exam the student is taking. Before the exam administration, note the time approved for each exam section or part on all NARs. (See **Part 2** of the *2019-20 AP Coordinator’s Manual* for details about NARs.)

Exam Day

- Before the exams begin, direct proctors to discuss with each student who is approved for accommodations the part, section, and total exam time and arrangements for lunch, breaks, and any special needs. If there is a discrepancy, you must be consulted.

The AP coordinator will:

- Arrange for all proctors of exams for students with disabilities to have access to you during the exams in the event of questions.
- Make sure all exams are administered on the appropriate days and as outlined in this manual, the *2019-20 AP Exam Instructions*, and the *2019-20 AP SSD Guidelines* booklet.
- Ensure that proctors know how to complete the Nonstandard Administration Report for each exam taken with accommodations.
- Collect and review all braille, large-type, and assistive technology–compatible (ATC) format exams and corresponding answer sheets, and be sure you have all the appropriate materials.

After the Exam Is Administered

The AP coordinator will:

- Complete and insert all appropriate materials into the Nonstandard Administration Report return envelope. (See **Part 2** of the *2019-20 AP Coordinator’s Manual* for details about return packing.)
- Return all large-type exams and braille materials separately in the cartons in which they were shipped.
- Return all ATC-format exam materials separately in the envelope or cartons in which they were shipped.

AP Exam Ordering and Fees: Deadlines and Policies

This section provides details about exam ordering deadlines, exam fees, and policies related to ordering.

Important:

Because exam ordering deadlines and some fees are new for 2019-20, 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 your AP program.



Download 2019-20 outreach materials at collegeboard.org/ap-tools.

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.

2020 AP EXAM ORDERING DEADLINES

October 4, 2019 Preferred ordering deadline	This is the recommended deadline to review exam registration rosters in AP Registration and Ordering, make needed changes, and confirm and submit your exam order.* Orders may be updated and resubmitted without additional fees until the final ordering deadline.
November 15, 2019, (11:59 p.m. ET) Final ordering deadline	Final deadline to submit your exam order for all full-year and first-semester AP courses, and all exam only sections, without incurring additional fees. Exams can be ordered or canceled after this date, although a fee applies in some cases.
March 13, 2020, (11:59 p.m. ET) Spring course orders and fall order changes deadline	Deadline to order all exams for AP courses that begin after November 15 and to update fall orders (fees may apply for changes made to fall orders). Schools are encouraged to submit any known cancellations by this date to ensure timely processing and accuracy of your exam shipment.

* **NOTE:** If your school is using the advanced option for the student exam decision indicator setting (you're choosing to have students directly indicate their exam registration in My AP), review page 60 for important details about the student decision deadline in relation to the preferred ordering deadline.

NEW The ordering deadlines listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada. International schools and test centers don't have different ordering deadlines.



See pages 47–90 to learn how to access and use **AP Registration and Ordering**.



See page 111 for practical guidance from AP coordinators about managing fee collection.

New Ordering Process

AP coordinators will submit AP Exam orders through **AP Registration and Ordering** (myap.collegeboard.org).

Exams Are Ordered per Student

When you submit your exam order, you'll be ordering an exam(s) for each student included in your roster, rather than a bulk number of exams per subject. This means that schools can no longer order extra exams. Additionally, schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

The Payment Deadline *Is Not* Changing

Payment *isn't* due to the College Board at the time of ordering. Although exam ordering deadlines are now earlier in the school year, the postmark deadline for invoices and payment to the College Board **remains June 15**.

Schools continue to determine when and how to collect and track exam payment. As in previous years, students' checks or money orders should be made payable to the school administering the exam, **not** to the College Board.

Exam Fees

The cost per AP Exam and amount of the College Board fee reduction (\$32) remain the same, and schools still retain a \$9 rebate per exam.

Exam fee for on-time exam orders (by November 15, 2019, for full-year and first-semester courses; by March 13, 2020, for courses that start after November 15)	<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 (Note: Fees may vary for exams at College Board–authorized test centers outside the U.S.) ▪ \$142 per exam for AP Capstone Exams (AP Seminar or AP Research)
School rebate	\$9 per exam
College Board fee reduction for eligible students	\$32 per exam

The cost for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee (\$94, \$124, or \$142), minus the school rebate (\$9).

- **Regular exams:** \$94 – \$9 = **\$85** (*amount due from the school to College Board per exam*)
- **International exams:** \$124 – \$9 = **\$115** (*amount due from the school to College Board per exam*)
- **AP Capstone exams:** \$142 – \$9 = **\$133** (*amount due from the school to College Board per exam*)

When applicable, the final invoice also reflects College Board and state fee reductions for eligible students. (See pages 24–27 for details about the AP fee reduction policy.)

This year fees may apply to exams ordered or canceled after the November 15 final ordering deadline. The table below outlines the fees for 2019-20.

2019-20 FEES

<p>NEW Late order fee</p> <p>Additional fee applied to each exam ordered between November 16, 2019, and March 13, 2020, 11:59 p.m. ET.</p>	<p>\$40 per exam (<i>in addition</i> to base exam fee)</p> <p>(Note: This fee won't apply to exams for courses that start after the November 15 exam ordering deadline—for example, second-semester or spring block courses—and exams for students who transfer to your school.)</p>
<p>NEW Unused/canceled exam fee</p>	<p>\$40 per exam for:</p> <ul style="list-style-type: none"> ▪ Exams canceled in AP Registration and Ordering after November 15 and by March 13 (11:59 p.m. ET) ▪ Exams that aren't taken and are indicated as unused in AP Registration and Ordering before your school's invoice is generated. (Invoices are generated the day after late testing ends.) <p>The original exam fee is removed from the invoice.</p> <p>(Note: There are some scenarios for which the unused/canceled exam fee doesn't apply. See page 22 for details.)</p>
<p>Late-testing fee</p>	<p>\$40 per exam (<i>in addition</i> to base exam fee) as applicable for alternate exams for late testing</p> <p>(Note: Most reasons for late testing don't incur an additional late-testing fee. See page 29 for late-testing reasons with no additional fee.)</p>

The fees listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada. Late order, unused/canceled exam, and late-testing fees are applied in the same way to all students, **including** those eligible for a College Board fee reduction.

Note the following about costs:

- Applicable late order, unused/canceled exam, and late-testing fees are reflected in your exam cost shown in AP Registration and Ordering.
- The **late order fee** is per exam, it's **not** per order.
- 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, College Board fee reductions don't apply to the unused/canceled exam, late order, or late-testing fees. (See the fee reduction policy on pages 24–27.)
- After a state finalizes its 2020 funding policy, the information will be posted on AP Central and applicable state subsidies will be reflected in the cost shown in AP Registration and Ordering.
- AP Capstone (AP Seminar and AP Research) Exams have a higher base exam fee, but additional fees are applied in the same way and in the same amounts as they are for other AP Exams.

Situations When Fees Are Not and Are Applied

The following tables list situations when the late order and/or unused/canceled exam fees **are not** and **are** applied. (See page 21 for details about the late order and unused/canceled exam fees.)

If you have a question about a situation not listed here, call AP Services for Educators. Additionally, if a student has an emergency or unexpected medical situation that impacts their ability to take an AP Exam, please contact AP Services for Educators.

Fees Are *NOT* Applied

School Schedule

Late order fee not applied: The course doesn't begin until after the November 15 final ordering deadline (e.g., second-semester or spring block schedule course). Exams for these courses must be ordered by 11:59 p.m. ET on March 13, 2020.

Transfer Student Out of or To Your School

- **Unused/canceled exam fee not applied:** Indicate a student who transfers out of your school as **Transfer Out** in AP Registration and Ordering. (See pages 34, 76 for details.)
- **Late order fee not applied:** Exams ordered for a student who transfers **to** your school; student enrolls in class sections or exam only sections using the **transfer code** for each. (See pages 34, 74–75 for details.)

Accommodations Change

Unused/canceled exam fee not applied: Change submitted to an **existing exam order** by March 13, 2020, (11:59 p.m. ET) due to a change in a student's accommodations approval status from the College Board Services for Students with Disabilities (SSD) Office. (See page 31 for details.)

State Subsidy Eliminated

Unused/canceled exam fee not applied: Exams for students eligible for College Board fee reductions are canceled or indicated as unused due to the elimination of state funding for AP Exams for low-income students. (See page 27 for details.)

Student Emergency

Student emergency or unexpected medical situation.

Fees Are Applied

Student Decides Not to Take the Exam

- **Unused/canceled exam fee applied:** Student decides not to take the exam after exam order is submitted, and November 15 final ordering deadline has passed. Reasons include:
 - ♦ Student's college of choice doesn't award credit for the exam.
 - ♦ Student performing poorly in the class and decides after November 15 not to take the exam.
 - ♦ There are conflicts with regularly scheduled exam administration dates, and student doesn't want to test on any other available scheduled testing dates.

Student Joins or Drops a Class after Nov. 15

- Student joins or drops a class after the November 15 final exam ordering deadline. (Late or unused/canceled exam fees are not applied *only* if a student transfers to or out of the *school*.)

School Issue

- **Late order fee applied:** Exam orders placed after November 15 due to an outstanding balance hold, a security hold, or an incomplete AP Participation Form.

School Policy

- **Late order fee applied:** Any local policy that prevents submission of the exam order (in full or for an individual student) by the November 15 final ordering deadline.
- **Late order or unused/canceled exam fee applied:** School decides to move a student into or out of a full-year AP class after the November 15 final ordering deadline has passed.

Homeschooled, Independent Study, Students from Another School

Late order fee applied: Homeschooled or independent study students, or students from another school (including a virtual school) request an exam be ordered after November 15.

Example Fee Scenarios

This table shows examples of how fees would be applied in certain circumstances. You may find it helpful to refer to these examples if members of your school community have questions about how late order and unused/canceled exam fees are applied.

Example Scenario	Student Cost
<p>On-Time Exam Order:</p> <ul style="list-style-type: none"> By November 15, 2019 (11:59 p.m. ET), for all first-semester and full-year courses, and exam only sections By March 13, 2020 (11:59 p.m. ET), for all courses that begin after November 15 	<p>Base exam fee (\$94, \$124, or \$142), less any applicable fee reductions</p>
<p>Late Order: Student in a full-year course decides after the November 15 final ordering deadline to take an exam; exam is ordered after November 15.</p> <p>Reminder: The late order fee is per exam per student.</p>	<p>Base exam fee (less any applicable fee reductions), plus \$40 per exam late order fee</p> <p>For example:</p> <ul style="list-style-type: none"> Schools in the U.S.: $\\$94 + \\40 (<i>late order fee</i>) = \$134 Schools outside the U.S., U.S. territories, and Canada, except for DoDDS schools: $\\$124 + \\$40 =$ \$164. <p>For students eligible for a College Board fee reduction:</p> <ul style="list-style-type: none"> Schools in the U.S.: $\\$94$ (base exam fee) – $\\$32$ (fee reduction) – $\\$9$ (school rebate) + $\\$40$ (late order fee) = \$93 Schools outside the U.S., U.S. territories, and Canada, except DoDDS schools: $\\$124 - \\$32 - \\$9 + \\$40 =$ \$123
<p>Canceled or Unused Exam: Student decides not to take an exam, cancellation is submitted by March 13, OR student doesn't take an exam that was ordered for them (coordinator indicates the exam as unused in AP Registration and Ordering).</p>	<p>\$40</p> <p>The base exam fee is removed from the invoice, only the \$40 unused/canceled exam fee is owed.</p> <p>For example:</p> <ul style="list-style-type: none"> $\\$94 - \\94 (<i>base exam fee</i>) + $\\$40$ (<i>unused/canceled exam fee</i>) = \$40 <p>This fee will be owed even if a student is eligible for College Board fee reductions.</p>
<p>Student Transfers Out of Your School: Exam is ordered for a student, student transfers out of the school after November 15. Coordinator indicates the student as transfer out. (See page 34 for details.)</p>	<p>The exam fee for the student is removed from the school's invoice. No additional charge is applied.</p> <ul style="list-style-type: none"> $\\$94 - \\$94 =$ \$0
<p>Student Transfers To Your School: Student transfers to a school after November 15 exam order is submitted, enrolls using the transfer code for a class section or exam only section. (See page 34 for details.)</p>	<p>The student is charged the base exam fee; the late order fee isn't applied.</p> <ul style="list-style-type: none"> $\\$94$

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 eligible students with financial need. Schools are expected to forgo their \$9 rebate for these students, resulting in a cost of \$53 per exam (for international: \$83 per exam).

NEW The following fee reduction requirements are new for 2019-20:

- The College Board fee reduction applies **only** to the base exam cost, not to any other fees (late order fee, unused/canceled exam fee, late-testing fee). For example, if a student who qualifies for a fee reduction cancels an exam after November 15 or doesn't take an exam that was ordered for them, the unused/canceled exam fee of **\$40 per exam is applied for that student**.
- Each student's fee reduction status must be indicated in AP Registration and Ordering. 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 AP Registration and Ordering to "Reduced" for each student eligible for a fee reduction.** Leave the status as "Standard" for students who aren't eligible for a fee reduction.
- The deadline to indicate students' fee reduction status is **April 30, 2020, (11:59 p.m. ET)**.
- Note the following for **AP Art and Design** and **AP Chinese** and **AP Japanese**:
 - ♦ AP Art and Design: Previously, AP coordinators had to indicate students' fee reduction in the digital submission web application. Starting this year, you'll indicate fee reduction **only** in AP Registration and Ordering, as you will for students taking any other AP Exam.
 - ♦ AP Chinese and AP Japanese: There's no longer a separate fee reduction form for students taking these exams. Starting this year, you'll indicate the fee reduction status for these students **only** in AP Registration and Ordering, 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 that your school is appropriately credited for available fee reductions. If you don't indicate the appropriate fee reduction status for students, your school won't receive the appropriate credit for College Board fee reductions and may not be credited for or receive the full state funding available for eligible students.

Include all students who intend to take 2020 AP Exams in your school's exam order by the November 15 final ordering deadline. If necessary, you'll be able to update students' fee reduction status after submitting your exam order. (See "Deadline to Indicate Fee Reduction Status" on page 26.)

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 U.S. schools and districts with high percentages of low-income children to provide free breakfasts and lunches to all students.



See page 86 for instructions on indicating fee reduction status.

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 (see below for criteria).

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.

Family Income by Family Size

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	\$23,107	\$28,860	\$26,603
2	\$31,284	\$39,091	\$36,001
3	\$39,461	\$49,321	\$45,399
4	\$47,638	\$59,552	\$54,797
5	\$55,815	\$69,782	\$64,195
6	\$63,992	\$80,013	\$73,593
7	\$72,169	\$90,243	\$82,991
8	\$80,346	\$100,474	\$92,389
Each additional family member add:	\$8,177	\$10,231	\$9,398

*The figures shown under family income represent amounts equal to 185% of the 2019-20 federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published in the Federal Register, Vol. 84, No. 54, 3/20/19, pp. 10295-98.

Deadline to Indicate Fee Reduction Status

To be properly credited, the fee reduction status for each student must be indicated in AP Registration and Ordering by **April 30, 2020, (11:59 p.m. ET)**.

We encourage you to indicate the fee reduction status for AP students taking exams before 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. A best practice is to indicate the fee reduction status for each student by **March 13, 2020**, to ensure you have time to plan for and collect the appropriate exam fees from students.

However, if you need more time to verify this information, you may update students' fee reduction status through AP Registration and Ordering after submitting your exam order, but no later than April 30, 2020.

After April 30, 2020, 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, call AP Services for Educators.

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 2019 fee reductions for each state are listed on collegeboard.org/apexamfeeassistance. Fee reductions for 2020 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 2020 funding plan hasn't been finalized by the time students need to register for AP Exams. Although College Board and states are working together to provide information about 2020 subsidies in advance of the November 15 final order deadline

wherever possible, in some cases states won't be able to finalize their subsidies until later in the school year. If this is the case in your state, you may advise students and parents to review your state's 2019 funding plan for reference. The 2019 funding plan for each state is available on AP Central at collegeboard.org/apexamfeeassistance.

Low-income students and families who are affected by the elimination of a state subsidy in 2020 **won't** incur unused/canceled exam fees.

If the state's funding is eliminated for 2020, unused/canceled exam fees won't be applied if students choose not to take an exam ordered for them. If students choose to take their exams, the amount that will be calculated on your invoice for these exams will reflect your state's available funding as of the time the invoice is generated.

If Your State Requires Students to Be Enrolled in a Course

Some states require students taking an AP Exam to be enrolled in the corresponding course in order for those students to receive state funding for their exam. Students solely enrolled in an exam only section for a given AP subject won't receive funding in this case. For example, students taking AP courses at a virtual school must be enrolled in both the exam only section at the school where they'll be taking the exam **and** a class section for the corresponding course through their virtual school.

If Your State Eliminates Its Subsidy

NEW If your state provided a subsidy for low-income students' AP Exams in 2019, and the subsidy is eliminated after you've submitted your exam order, the AP Program will waive any canceled or unused exam fees incurred for students eligible for a College Board fee reduction who decide not to test.

Students' fee reduction status must be accurately indicated in AP Registration and Ordering in order for fees to be waived. The AP Program will update state subsidy information on collegeboard.org/apexamfeeassistance as soon as each state finalizes their 2020 funding plan.

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 20–22, 2020)** at the **scheduled times** (see the late-testing exam schedule on the inside back cover). 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 in the school's *AP Instructional Planning Reports*.

Ordering Alternate Exams

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

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, 2019, (or by March 13, 2020, for courses that start after the November ordering deadline).

New exam orders for full-year courses submitted after November 15, 2019, will incur a \$40 per exam late order fee (except in the situations listed on page 22). If applicable, the late-testing fee would be in addition to the late order fee. However, most reasons for late testing don't incur the additional late-testing fee. (See the list on page 29 for details.)

Before March 13

If an exam order has been submitted for a student by the November 15 final ordering deadline, and that student must switch to late testing, you may update the order for that student by March 13, 2020, without incurring the late order fee; the late-testing fee may still apply depending on the reason for late testing. (See pages 21 and 29.)

After March 13

You can't submit a **new** exam order after March 13.

However, if a student identifies a need for an alternate exam after March 13, 2020, and you've already submitted an exam order for the student for the regularly scheduled exam administration, you may **switch** the student to late testing in the AP Registration and Ordering system by these dates:

- **May 8, 2020**, for exams outside the United States, **including** in U.S. territories and Canada
- **May 15, 2020**, for exams in the United States

If you need to place a last-minute late-testing order *after* the above dates because of an unanticipated event (e.g., for a student who became sick on a 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 the last minute late-testing order you're requesting is for a student who has an existing exam order.

Late-testing and special format exams

If you know before the ordering deadlines that a student with disabilities will need an alternate braille, assistive technology-compatible (ATC) format exam, or large-type format exam, you may order these exams through AP Registration and Ordering. (See pages 29–33.) However, if an unanticipated event during the regularly scheduled AP Exam administration requires that you order an alternate braille, ATC, or large-type format exam, contact the College Board Services for Students with Disabilities (SSD) office immediately by phone or email to order these exams.

Who Is Eligible

When the cause of late testing is beyond the control of the school and the student there's no additional fee. See the list on the next page for late-testing reasons that don't incur an additional fee.

Among the reasons schools may be charged the \$40 per exam fee for late testing: when retesting is necessary due to testing incidents or security violations.

NEW The late-testing fee is applicable to all students, including students eligible for a College Board fee reduction, unless the student has a late-testing reason that doesn't incur the fee.

If a school provides late testing, testing conditions must be those identified in the late-testing policies described in this *AP Coordinator's Manual, Part 1*.

NOTE: If your school has lost a significant number of net instructional days, contact AP Services for Educators by March 13, 2020, for information about later testing options.



See page 82 for instructions on indicating late-testing orders in AP Registration and Ordering.

Late-Testing Circumstances

Below are circumstances when late testing is allowed without incurring an additional fee. Most reasons **don't** incur the additional late-testing fee. Other reasons for late testing will incur an additional late-testing fee of **\$40 per exam**. If you have a question about a reason not listed in the table below, contact AP Services for Educators.

Late-Testing Reasons: No Additional Fee

Academic contest/event
Athletic contest/event
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
High school graduation
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 at the same time

Exams for Students with Disabilities

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, it's important to work with your school's Services for Students with Disabilities (SSD) coordinator to identify all students with approved or expected accommodations and to understand what students' approved or expected accommodations are. For exam ordering, you'll need to identify which students may require special AP Exam formats or materials.

In the AP Registration and Ordering 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 either haven't yet been submitted or haven't yet been approved by College Board.



See pages 83–85 for instructions on indicating special exam formats or materials.



All requests for accommodations must be submitted through SSD online. See page 31.

Submitting Requests for Accommodations

Students with documented disabilities may be eligible for accommodations on AP Exams. However, to take an AP Exam with accommodations, a student must be approved for accommodations by the College Board Services for Students with Disabilities (SSD) office. **Providing accommodations to students without College Board approval will result in cancellation of these students' scores.**

All students who would like to use accommodations, including those with IEPs and 504 plans, must submit an accommodations request. Most accommodations included in a student's IEP or 504 plan are approved upon request; some may require documentation to be submitted. Because of administration differences between AP Exams and classroom tests, some requested accommodations may need to be modified.

Once approved for accommodations, with some exceptions, a student remains approved across all College Board programs (AP, PSAT™ 10, PSAT/NMSQT, and SAT®) and doesn't need to submit another accommodations request. However, it is critical that students and schools clearly identify the accommodations needed for each test. These tests have different components and testing conditions, and what may be appropriate for one test may not apply to another test. (For example, a student approved for extended time for math only wouldn't receive extended time for AP English Literature and Composition.) Additionally, some accommodations are administered differently across College Board programs. For example, for AP, a student approved for extended time will **not** automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.

NOTE: If a student who was previously approved for accommodations by the College Board changes schools, the SSD coordinator at the new school can use SSD Online to submit a request to continue the approved accommodations. The new school must verify that the student continues to receive the same accommodations. The student and parent are responsible for informing the new school of the student's previous eligibility.

If a student requests additional or different accommodations, the school must submit an Accommodations Change Request to SSD with supporting documentation and wait for approval of the request. SSD coordinators can use SSD Online to submit an Accommodations Change Request.

Submit Accommodations Requests Through SSD Online

All requests for accommodations and, when required, complete documentation must be submitted through SSD Online by January 17, 2020.

SSD Online is a **separate** system from AP Registration and Ordering. Requests for accommodations are **not** submitted through AP Registration and Ordering.

Because of earlier exam ordering deadlines, 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.

There is a separate request process for a student who needs **temporary assistance** to complete an exam due to a temporary medical or physical condition (e.g., a broken hand). **Part 2** of the *2019-20 AP Coordinator's Manual* will have further details about requesting temporary assistance.

When to Order Special Exam Formats or Materials

Some students may not have received approval from the College Board Services for Students with Disabilities office for testing accommodations by the November 15 final ordering deadline. **However, you should indicate all approved or expected special exam formats or materials when 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 final ordering deadline without incurring an additional fee. However, if you **add a new exam order** for a student after the November 15 final ordering deadline, an additional **\$40 per exam late order fee** will be incurred.

After March 13, you'll be able to make a change in AP Registration and Ordering to a student's exam materials only if necessitated by a change in a student's accommodations approval that's received after March 13.

Important:

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

Indicating Special Materials or Formats in AP Registration and Ordering

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. For instance, don't indicate accommodations such as rest breaks, medication, or extended time because these accommodations **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*	Do Not Indicate in AP Registration and Ordering**
Assistive technology-compatible (ATC)	Extended time
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 that don't require special exam materials to be ordered for a student. There could be other approved accommodations. Remember, if the student's accommodation doesn't require special exam formats or materials, don't indicate the accommodation in the AP Registration and Ordering system.

Details About Certain Accommodations

- **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 15-minute exam, total test time exceeds 6 hours with extended time and they may test over 2 days.
 - ♦ The amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing. The accommodation of limited-time testing limits the amount of time that a student can spend on testing

per day. Not all students with limited-time testing need multiple-day testing for a particular exam; it depends on the length of the exam and the amount of limited-time testing the student is approved for. For example, for a 3 hour exam, a student who's approved for 4 hours of testing per day wouldn't need to test over multiple days, but a student who's approved for only 2 hours of testing per day would need to test over multiple days.

- **ATC:** If a student is approved for or expected to use an assistive technology-compatible (ATC) test form, you can order an ATC format of the necessary AP Exam. For every ATC-format exam ordered, a corresponding print version of the exam will be included in the ATC exam shipment. 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 aren't 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.
- **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).
- **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.
- **Additional Master CDs:** 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'll need **one set** of master CDs for **each testing room** where AP Exams will be administered for Music Theory, Spanish Literature and Culture, and for French, German, Italian, and Spanish Language and Culture. (See pages 37 and 88 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 AP Japanese Exams. Early notification will ensure that appropriate accommodations will be available for these students.

Transfer Students To or Out of Your School

You'll be able to adjust orders for students who transfer to or out of your school without incurring late order or unused/canceled exam fees, respectively. The policies for transfer students apply only to students who transfer to or out of your **school**; these policies don't apply to students at your school who join or drop an AP class after the November 15 final ordering deadline.

If a Student Transfers Out of Your School

- Change the student's status to **Transfer Out** in AP Registration and Ordering.
- The exam fee associated with that student will be removed from your order.
- No cancellation fee will be applied regardless of when the student transfers out.

Important:

You need to change the student to **Transfer Out** in the system for the exam fee to be removed. **Do not Drop the student from a class section. If you Drop the student instead of selecting Transfer Out, the fee associated with the student will remain on your invoice.**

If a Student Transfers To Your School

- You can add the student 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** for each class section and/or exam only section they need to join. Only AP coordinators can access the transfer code.

Important:

The **transfer code** is *different* from the join code. You must give students who transfer **to** your school the **transfer code**—**not** the join code—in order for them to properly enroll in a class section and for the late order fee to be waived. (If, for example, you give the join code for a class section to a student who transfers to your school after November 15, the late order fee would be applied.)

- You can add a student who transfers to your school to your order at any time, though after March 13, 2020, you'll need to call AP Services for Educators for your exam order to be unlocked so you can make the change.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order **after** March 13, 2020.

Your ability to add the student to your order **isn't dependent** on the previous school indicating them as a "transfer out." Using the **transfer code** to enroll in a section at your school reconciles the student's status.

NOTE: The late order fee is **not** applied to students who transfer **to** your school. However, other fees may apply. For example, if an order is placed for a student who transfers to your school after November 15, and that student decides to cancel their exam or doesn't take an exam that's ordered for them, the unused/canceled exam fee of \$40 per exam will still be owed.



See pages 74–76 for instructions on indicating **transfer out** students and obtaining the **transfer code** for students who transfer to your school.

Courses That Begin After November 15

Exam orders for courses that start after the November 15 final ordering deadline—i.e., second-semester, trimester, or some block schedule courses—**don't** incur the late order fee. For courses that start after November 15, when you create these class sections in the AP Registration and Ordering system you'll denote them as "second semester." The exam orders for courses that start after the final ordering deadline must be submitted by **March 13, 2020, (11:59 p.m. ET)**. After March 13, 11:59 p.m. ET, you won't be able to place any new exam orders for these courses.

There's **not** an option in AP Registration and Ordering to create a second-semester exam only section. However, you can order exams for students who may be taking a second-semester course at another school and taking the exam at your school. (See page 64 for details.)



See pages 62–63 for instructions about creating class sections for courses that begin after November 15.

Homeschooled and Independent Study Students, Virtual School Students, and Students from Other Schools

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

Homeschooled students and students whose schools don't offer AP need to:

- **No later than September 4:** Contact AP Services for Students to get the contact information of local AP coordinators who have indicated a willingness to test outside students.
- **No later than October 4:** Contact the AP coordinators identified by AP Services for Students to determine if one of them can arrange testing.

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

- Inform the students of the school's ordering deadline and of any late order fee that may apply. (See page 21.)
- Create an **exam only section** for each exam subject being taken at your school by 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. (Only the AP coordinator can create and provide the join code for an exam only section.)
- Review the student's information in your exam roster and order the necessary exams.
- Inform the students 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.



See pages 63–64 for details about creating an **exam only section**.

Exam Ordering Deadline

Exam orders for homeschooled students, independent study students, virtual school students, or students from other schools should be submitted by the November 15 final ordering deadline. You can add an exam order for any homeschooled or independent study students or students from other schools after November 15 (by March 13, 2020), but the \$40 per exam late order fee will apply. (See page 21.)

Class Sections and Exam Only Sections

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. However, if a student is enrolled in both an exam only section and a teacher-led class section, the student will have access to resources assigned by the teacher for the class section. For example, if a student taking a class through a virtual school is enrolled in an AP Biology class section for the course through the virtual school, and enrolled in an exam only section for the school where they'll be taking the AP Biology Exam, the student will have access to the AP Biology resources that the virtual school teacher assigns through AP Classroom.

Additional Class Section Information for Virtual School Students

In addition to being able to access AP Classroom assignments from teachers, there are several other reasons why students from virtual schools may need to be enrolled in both a class section through their course provider and the exam only section through your school.

- **Score Reports:** For the virtual school to receive the student's score report, the student needs to be enrolled in the class section for the course through their virtual school in addition to the exam only section at your school.
- **State Subsidies:** If a state requires students taking an AP Exam to be enrolled in the corresponding course in order to receive state funding for their exam, students need to be enrolled in a class section through their virtual school to be eligible for funding. (See page 27 for details.)
- **Second-Semester Courses:** If a student is taking a second-semester course through their virtual school, you may need to submit their exam order after November 15. In this case, the student needs to be enrolled in both an exam only section at your school and a second-semester class section through their provider so that the late order fee won't be applied. (See page 64 for details.)

Homeschool, Self-Study, and Online Provider Codes

NEW Students no longer need to enter homeschool, self-study, or online provider codes on their answer sheets on exam day. An education provider will receive a student's score report as long as the student joins a class section in My AP through the provider.

Part 2 of the *2019-20 AP Coordinator's Manual* will have details about administering exams to homeschooled students and students from other schools.

Multischool Exam Centers

Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, who is designated on each school's individual AP Participation Form. **This designated coordinator is responsible for ordering all AP Exams for all of the schools in their multischool center. All exam materials must be placed in secure storage at the designated coordinator's school until exam day.**

Schools that order exams individually, but test collectively, run the risk of administrative errors that could result in the need for retests. For example, if each school within a multischool center were to order its exams for Spanish Literature and Culture separately, it's possible that all schools wouldn't receive the same form of the Spanish Literature and Culture Exam. This will create irregularities during testing, as the master listening CD for each form of the exam is different.

If you're the AP coordinator for a multischool exam center, be sure to complete the following:

- Make sure you're indicated as the AP coordinator on the AP Participation Form for each school you represent.
- Organize the exam order for **each** school you represent.
- For each school, create an **exam only section** for each course for which students will be testing. (See pages 63–64 for details about creating exam only sections.)
- Share the **join code** for **each exam only section** with the appropriate students.
- Submit the exam order for **each** school you represent by the November 15 final ordering deadline (or by March 13, 2020, 11:59 p.m. ET for courses that begin after November 15).

Part 2 of the *2019-20 AP Coordinator's Manual* will have details about how multischool exam centers administer exams.

Additional Master CDs

AP French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams include **one set of master CDs**, as follows:

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

NOTE: By default, you'll receive **one set** of master CDs for each subject ordered regardless of the number of exams ordered. You may need to request more master CDs when additional testing rooms are needed:

- 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 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 testing 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

You may add additional master CDs to your exam order until **March 13, 2020, 11:59 p.m. ET**. After **March 13**, if you need to request additional master CDs, you must contact AP Services for Educators.

Subject-Specific Information

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

Coordinators who have ordered AP Art and Design (previously named AP Studio Art), AP Chinese Language and Culture, AP Japanese Language and Culture, AP Capstone (AP Seminar and AP Research), or AP Computer Science Principles Exams in the past should note the following changes.

AP Art and Design

NEW Starting in 2019-20, AP Studio Art: 2-D Design, AP Studio Art: 3-D Design, and AP Studio Art: Drawing are now **AP 2-D Art and Design**, **AP 3-D Art and Design**, and **AP Drawing**.

The portfolio requirements and scoring rubrics are updated, and the portfolios now have two sections instead of three. The two sections are **Sustained Investigation** and **Selected Works**. Details about changes to the portfolio requirements will be included in the *Portfolio Requirements* brochure sent to AP Art and Design teachers at the start of the school year.

As AP coordinator, there are some process changes to be aware of.

AP Art and Design Exam Orders

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

NOTE: If your school has combined Art and Design classes, you need to create class sections in AP Registration and Ordering for **each** portfolio type offered at your school to order the portfolios. For example, if Period 1 Art and Design has students studying AP 2-D Art and Design and students studying AP Drawing, you need to create two class sections: Period 1, AP 2-D Art and Design and Period 1, AP Drawing.

Although the process for ordering AP Art and Design Exams has changed, students will continue to use the separate Art and Design digital submission web application to submit the digital portions of their portfolios. The number of student portfolios that can be set up in the digital submission application will be determined by the number of AP Art and Design Exam orders you've submitted by November 15. If an AP Art and Design class begins after November 15, students and teachers will be able to access the AP Art and Design digital submission web application after the exam order is submitted.

Switching an AP Art and Design Exam for a Student

If you order an AP Art and Design Exam for a student and they indicate after the November 15 ordering deadline that they would like to switch to a different type of Art and Design Exam, you may switch the student's Art and Design Exam in AP Registration and Ordering by March 13, 2020, (11:59 p.m. ET) **without incurring a late order or unused/canceled exam fee**.

The student must be enrolled in a class section for **both** courses in order to switch the exam without incurring a fee.

For example, if you ordered an AP 2-D Art and Design Exam for a student and the student instead wants to submit an AP Drawing portfolio, you may switch this student's existing order in AP Registration and Ordering from AP 2-D Art and Design to AP Drawing. After switching the exam, you need to submit the change to your exam order.



See page 80 for details about switching a student's exam order from one AP Art and Design Exam to a different Art and Design Exam.

AP Art and Design Digital Submission Web Application

NEW The AP Art and Design digital submission web application will be available beginning in **November 2019**, after the final exam ordering deadline (November 15); previously the application was available in January. This earlier availability will allow AP Art and Design teachers to have earlier access to the application’s resources and students to begin uploading work sooner.

AP coordinators and AP teachers at schools offering AP Art and Design courses will receive email notification in November when the application is open.

Starting this year, the number of portfolios that can be set up in the AP Art and Design digital submission web application is set to the number of portfolios ordered for 2020 through AP Registration and Ordering. If there are any students who aren’t included in your AP Exam order by the November 15 final ordering deadline, you’ll need to submit an order for these students for the appropriate exam so the student can set up a portfolio in the AP Art and Design digital submission web application.

AP Art and Design students will complete registration information when they first enroll in a class section through My AP (myap.collegeboard.org). After they provide their registration information through My AP, each student is assigned a unique AP ID. Each student needs to enter their name and AP ID when they initially log in to the AP Art and Design digital submission web application.

How you first access the digital submission web application will vary depending on whether you used the application in previous years. Some teachers and AP coordinators who have used this application in the past may be prompted to update their passwords due to more rigorous security requirements. If you’ve never used the AP Art and Design digital submission web application, you’ll need your **AP Registration and Ordering** access code (see page 47) to gain initial access. Detailed instructions on accessing the application are available at collegeboard.org/apartanddesign starting in July 2019.

If you experience difficulty accessing or using the digital submission web application, contact AP Services for Educators by phone or email. If you forget your username or password, click **Forgot your username?** or **Forgot your password?** on the sign-in page. Your username and password for the AP Art and Design digital submission web application are **different** from your College Board professional account information.

NOTE: If your school designated an additional staff person to act on behalf of the primary AP coordinator on the 2019-20 AP Participation Form, that person can also function as a coordinator in the AP Art and Design digital submission web application.

This is an overview of the digital submission process, reflecting the earlier availability of the web application:

1. Set up your school’s access to the digital submission web application (if necessary), and pass access information to your school’s AP Art and Design teachers (mid- to late November).
2. Teachers set up access to the digital submission web application (if necessary), and pass access information to students (late November/early December).
3. Students set up access to the digital submission web application (late November/early December).
4. Students upload images that are already completed; continue to work on portfolio and upload images through the winter and spring.
5. Students forward their finalized portfolio to the teacher by the teacher’s deadline.
6. Teachers review and forward students’ portfolios to you.
7. You forward the digital Art and Design portfolios to the AP Program (no later than May 8, 2020, 8 p.m. ET).



See pages 101–104 for details on how students enroll in a class section and enter registration information through My AP.

How Students Will Use the Application

Students should begin uploading and arranging digital images of their artworks as soon as possible after setting up access to the digital submission web application. It's important that students log in to their own accounts and upload their own images. When work is complete, students submit their portfolios to the AP Art and Design teacher. Students who are homeschooled or not submitting to an Art and Design teacher will submit their digital portfolios directly to the AP coordinator.

How Teachers Will Use the Application

The teacher can review students' portfolios while their work is in progress. The teacher's role is important in ensuring that students' work is progressing, that they are uploading images for the teacher's review, and that the work students upload is their own original work.

Once a student has forwarded their digital portfolio to the teacher, the teacher should do one of the following:

- Send the portfolio back to the student with recommendations for further action.
- Forward the final portfolio to the AP coordinator for submission to the AP Program.

How Coordinators Will Use the Application

Your home page in the AP Art and Design digital submission web application is your central repository of information about the AP Art and Design students and teachers at your school. Your home page is where you send the portfolios to the AP Program, among other tasks.

Fee Reductions and Class Sections

NEW Previously, coordinators entered fee reduction and class section information in the digital submission web application. Starting this year, you'll indicate that information **only** through AP Registration and Ordering.

Sending Digital Portfolios to AP

Once the finalized digital student portfolios have been forwarded to you by the teacher, you must use the Send Portfolio to AP action to submit all digital portfolios to the AP Program for scoring. You must do this **no later than 8 p.m. ET on May 8, 2020**.

See **Part 2** of the *2019-20 AP Coordinator's Manual* for details about sending students' final portfolios to the AP Program.

Technical Requirements and Recommendations for Using the Digital Submission Web Application

Coordinators, students, and teachers will need a computer with an internet connection to access the AP Art and Design digital submission web application. In addition, students or their teachers will need a digital camera to capture images of their artworks.

To effectively access the AP Art and Design digital submission web application, schools and students will be required to select one of the recommended operating systems and browsers. Users won't be restricted to specific hardware configurations; however, slower response times may result from using older computers.

Software Requirements:

For information about supported web browsers and operating systems, and technical requirements for students' digital images, visit collegeboard.org/apartanddesign starting in July 2019.

AP Chinese Language and Culture and AP Japanese Language and Culture

Ordering

You'll order AP Chinese and AP Japanese Exams through AP Registration and Ordering at the same time that you order all other AP Exams by the November 15 final ordering deadline. You no longer need to submit orders for AP Chinese and AP Japanese Exams earlier than your order for all other exams.

Please call the College Board SSD office immediately to advise of **any** students planning to take AP Chinese or AP Japanese Exams with accommodations, and provide detailed information about the accommodations they need.

Fee Reductions and Class Sections

NEW This year, you don't need to complete a separate Fee Reduction/Section Designation Form for students taking these exams. You'll create class sections for AP Chinese and AP Japanese before the start of the school year at the same time you create all other class sections in AP Registration and Ordering.

You'll indicate the fee reduction status for these students only in AP Registration and Ordering, as you will for students taking any other AP Exam. Fee reduction status needs to be indicated by **April 30, 2020, (11:59 p.m. ET)**.

What's Not Changing

- In the spring, you'll receive a shipment with AP Chinese and AP Japanese **Setup CDs**. Setup CDs are required for preparing testing computers to deliver the exams.
- In a separate shipment in the spring, you'll receive the **Exam CDs**. (The Setup CDs are sent ahead of the Exam CDs.)

AP Computer Science Principles

What's Not Changing

The AP Digital Portfolio is a separate system from My AP. Students will still use the AP Digital Portfolio to submit their performance tasks for AP Computer Science Principles.

AP coordinators will still log in to the digital portfolio to check the final submission status of students' performance tasks.

What's New

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 My AP. 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 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 a student exam intent indicator in the AP Digital Portfolio before placing their exam order.

Additionally, since class sections are created in AP Registration and Ordering, 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 AP Registration and Ordering, and give them the appropriate join code.

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

Part 2 of the *2019-20 AP Coordinator's Manual* will contain more information about AP Computer Science Principles, including details about the AP Digital Portfolio.



See pages 63–64 for instructions about creating an **exam only section**.

Important:

Students need to use the **same** College Board account information when accessing both My AP and the AP Digital Portfolio. Students who do not use the same account might not have their performance tasks sent for scoring.

AP Capstone

What's Not Changing

The AP Digital Portfolio is a separate system from My AP. Students will still use the AP Digital Portfolio to submit their performance tasks for AP Seminar or AP Research and teachers will still use the AP Digital Portfolio to submit students' presentation scores. Additionally, AP Seminar teachers will still use the AP Digital Portfolio to publish stimulus materials to students.

AP coordinators will still log in to the digital portfolio to check the final submission status of students' performance tasks and status of teacher score entries.

What's New

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 the AP Digital Portfolio and complete their performance task submission.

With our new processes, the AP Digital Portfolio is directly linked to My AP. 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 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.

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. Starting this year, students taking AP Research no longer need to complete an answer sheet, because they'll provide their information through My AP when they enroll in a class section.

Subject-Specific Information

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. **Class sections must be created in AP Registration and Ordering so students can enroll.** Students must be enrolled in their AP Seminar or AP Research class section so that they can upload their work to the digital portfolio.

The final amount invoiced is no longer determined by whether a student has submitted their performance tasks or started the end-of-course exam. Schools will be billed for all exams that are part of their exam order at the time the invoice is generated. Exam fees are applied to AP Capstone in the same way as for all other exams. (See pages 20–21 for details about fees.)

Part 2 of the *2019-20 AP Coordinator's Manual* will contain more information about AP Capstone, including details about the AP Digital Portfolio.

Important:

Students need to use the **same** College Board account information when accessing both My AP and the AP Digital Portfolio. Students who do not use the same account might not have their performance tasks sent for scoring.

Exam Materials: AP ID Label Sheets and Answer Sheets

The new AP Exam ordering processes don't impact the timing of receiving or administering AP Exams. The regularly scheduled AP Exam administration still takes place during the first two full weeks of 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 eliminated. 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 41–43 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.



Coordinators can download a student roster through AP Registration and Ordering that lists the AP ID for every student enrolled in a class section. See page 70.

AP ID Labels and Answer Sheets

NEW When students provide their registration information in My AP when first enrolling in a class section, each student is assigned a unique, alphanumeric code known as an AP ID. An **AP ID** label sheet is produced for each student included in your school's AP Exam order. Students place AP ID labels on their exam materials, connecting their materials with the registration information they've provided. Once an AP ID is assigned to a student, it remains their AP ID every year they take an AP course or exam. Students will receive a new AP ID label sheet with their AP ID each year they take AP Exams.

The AP ID label sheet replaces the need for the Student Pack and AP number label. Because students' registration information is captured in the AP ID barcode label, the information they need to provide on their answer sheet on exam day is significantly streamlined, eliminating the need for preadministration sessions.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order **after** March 13, 2020.

AP ID Labels

NEW In the spring, you'll receive your shipment of AP ID label sheets. A personalized AP ID label sheet is provided for each student included in your school's exam order. An accompanying list indicates the students whose AP ID label sheets are included in the shipment. Use the list to help check and organize the AP ID label sheets in preparation for the exam administration. You don't need to return the AP ID label sheets or list to the AP Program.

Because the AP ID label sheets contain students' personal information, you should store them securely.

Part 2 of the 2019-20 AP Coordinator’s Manual will have more details about the AP ID label sheets.

Depending on the number of students included in your exam order, your shipment of AP ID label sheets may arrive in multiple boxes. Part 2 of the 2019-20 AP Coordinator’s Manual will include details about tracking and receiving your school’s shipment of AP ID label sheets.

Below is an example of an AP ID label sheet. This example doesn’t include student information. Actual AP ID label sheets will have student information listed at the top as follows:

- **Name** = Last name, First name
- **AP ID** = The student’s unique alphanumeric AP ID (the AP ID is also printed below each barcode label)
- **DOB** = The student’s date of birth, listed as month/day/year
- **Grade** = The student’s current grade level

Also listed are:

- **School Code**: The 6-digit code for the school the student attends
- **First Exam**: The first AP Exam the student is scheduled to take during the exam administration
- **Exam Admin**: The exam administration (regular or late) for the student’s first exam



Answer Sheet

Answer sheets will continue to be sent in your exam shipments. Starting this year, the answer sheet is a single page, double-sided. On exam day, proctors read the General Instructions in the 2019-20 AP Exam Instructions for students to complete fields A–H on the front side of their answer sheet.

Students will place an AP ID label from their label sheet on their answer sheet.

Below is an example of the answer sheet for reference. The actual answer sheet in 2020 may have some minor differences.

Answer Sheet (side 1)

Form titled 'Answer Sheet' from CollegeBoard. It includes fields for Legal Name, AP ID, Date of Birth, AP Exam I'm Taking, Certification Statement, Date, and Start Time. It features a grid for marking answers and an AP ID label.

Answer Sheet (side 2)

Form titled 'Answer Sheet (side 2)' containing a grid for marking answers for questions 40-120. It includes instructions about marking and a table for recording exam scores.

Table with 4 columns for question numbers (131-142) and 4 rows for exam scores (Exam, Selected Media Exams, Other Exams, Total). Includes instructions for marking responses and recording scores.

Accessing and Using AP Registration and Ordering

This section provides details about the four key steps for your school leading up to the November 15 final ordering deadline:

1. Access the system and initial setup
2. Class section setup
3. Student enrollment
4. Order finalization

1. Access the System and Initial Setup

Learn How to:

- Complete initial setup in AP Registration and Ordering
- Set your student exam decision indicator setting preference
- Complete the AP Participation Form online
- Indicate a change to the AP coordinator, alternate AP coordinator, and principal
- Access My AP and AP Registration and Ordering

AP Registration and Ordering Access Code

In August 2019, you and your principal will receive an email and a mailed letter with your school's **AP Registration and Ordering access code**. You need this code to access AP Registration and Ordering for the first time.

The access code is unique to your school. You can't 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 your access code. You'll need it to access other AP systems, such as the AP Art and Design 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.

Technical Requirements

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

Coordinators Representing Multiple Schools

If you're the AP coordinator for more than one school, you need an access code for **each** school you represent. You'll receive a separate email with the access code for each school. You'll initially sign in 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.



See pages 93–106 for details about student and teacher access.

Schools That Only Administer AP Exams and Don't Offer AP Courses

If you're the AP coordinator for a school that only administers AP Exams, and doesn't offer AP courses, be sure to complete these steps:

- Complete initial setup in **AP Registration and Ordering**, and complete the AP Participation Form. (See pages 48–56.)
- Create an **exam only** section for each subject for which you'll be administering exams. (See pages 63–64.)
- Provide students with the appropriate **join code** for each exam only section. (See pages 65–66.)
- Ensure students enroll in the exam only section for the AP Exam they'll be taking at your school. (See page 68.)
- Organize your exam roster and submit your exam order by **November 15, 2019, (11:59 p.m. ET)**. (See pages 76–90.)
- Submit any changes to your initial exam order by **March 13, 2020, (11:59 p.m. ET)**. (See page 90.)

Schools That Do Not Administer AP Exams

If you're the AP coordinator for a school that offers AP courses but doesn't administer AP Exams—your students go to other schools to take their exams—be sure to complete these steps:

- Complete initial setup in **AP Registration and Ordering**, and complete the AP Participation Form. (See pages 48–56.)
- Create class sections for each AP class offered at your school so AP teachers can utilize AP Classroom resources with their students. (See pages 61–63.)
- Ensure students enroll in the class sections for the courses at your school **AND** the appropriate **exam only** sections at the schools where they'll be taking their AP Exams. (See page 68.)
 - ♦ For class sections at your school: Each AP teacher should provide students with the appropriate join code to enroll in their class section. Make sure the **Order Exam?** status is **No** for the students in these class sections. (See page 79.) In addition to giving teachers and students access to AP Classroom resources, virtual schools also need to create class sections for students to join in order to receive students' score reports. (See pages 35–36.)
 - ♦ For exam only sections: The AP coordinator for the school where students will be taking AP Exams needs to provide the join code for each exam only section.

NOTE: Test centers outside the United States may have additional local procedures for students to register to take AP Exams.

Initial Setup

When you access AP Registration and Ordering 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. You also need to review the information on a few other setup screens.

BEST PRACTICE: *Gather information for the Setup section in advance to streamline the process.*

Information and decisions needed to complete setup are:

- Contact information for the AP coordinator, principal, and backup coordinator (if applicable)
- Your school's start and end dates for the year
- The number of total students (not just AP) in each grade level at your school
- Whether your school administers AP Exams (including AP Art and Design portfolios) and whether the exam is required for students taking AP classes
- Whether your school has any eligibility requirements that students must meet to enroll in AP courses (e.g., prerequisites and/or minimum GPA thresholds)
- Whether your school is willing to administer exams to outside students
- Whether your school collects exam fees from students, and if so, when fees are collected
- Whether you want teachers to have the ability to move or drop students from class sections

School Information and Exam Administration

Complete the **School Information** and **Exam Administration** screens to provide the information needed to generate your AP Participation Form. Provide **school population data** if your district wants or requires Equity and Excellence Reports. If you need to provide school population data at a later point, you may skip it now and come back to it later by going to **Settings**. Just be sure to complete all other fields.

REMINDER: You need to indicate that your school administers exams even if the only AP courses offered at your school are **AP Art and Design** and/or **AP Research**, so that you can submit orders for AP Art and Design portfolios and AP Research.

AP Registration and Ordering Setup

Complete Required School Information

Please complete and confirm the information about your school. Unless otherwise noted, this information is required to participate in AP exam administration and ordering. By providing AP coordinator, principal and additional authorized staff email addresses below, you acknowledge and agree to receive email communications from the College Board related to the AP Program and the AP Exam administration.

School

Sample High School
123 Fake Street
Springfield, OR 97475

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

AP Coordinator

First Name *	MI	Last Name *
<input type="text" value="John"/>	<input type="text" value="P"/>	<input type="text" value="Doe"/>
Telephone *	Fax	

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

Provide AP Exam Administration Information

1. Please tell us about who will be ordering and administering your students' exams. Note that once you complete the setup process, you will no longer be able to edit this selection. *

- We expect to administer **any** AP Exams—including AP Art and Design portfolios—at this school.
- All of our students' AP Exams will be ordered by another school or by our district office.

Note: If your students' AP Exams are ordered by another school or district office, don't enter your own school code on this page. AP Exams must be ordered by and administered at a central location.

2. Which best describes your school's AP Exam Policy? *

- Mandatory for all enrollees
- Varies by course
- Optional

Bulletin for AP Students and Parents
 Enter the estimated number of copies for the *Bulletin for AP Students and Parents* that you will need printed:

Enter number

The *Bulletin for AP students and Parents* is a publication your school is responsible for distributing to each student taking AP courses or Exams this year. It contains information about AP Exam Administration policies and procedures designed to provide all students with a fair and uniform testing experience. Copies of the bulletin will be shipped to your school midway through the academic year. On exam day, all students must attest that they have read and agree to the policies and procedures in the bulletin.

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Save & Continue

Student Exam Decision Indicator Information

After providing your school information, you'll be asked to review and acknowledge information about the exam decision indicator.

By default, the system sets all students to an order exam status of **Yes** when they join a class section. The exam decision indicator is a setting that you can adjust if you'd prefer for students themselves to indicate whether they intend to take an exam.

AP Registration and Ordering Setup

Student Exam Decision Indicator: Review this Information

By default, students are directly included in your exam roster with an order exam status of Yes when they enroll in class sections. If you'd prefer that students indicate their exam registrations themselves, you may change the **student exam decision indicator** to the advanced setting. With the advanced setting, all students have an order exam status of "Undecided" when they enroll in class sections, and each student is responsible for indicating their exam registration as **Yes** or **No** by a deadline that you specify.

To review the student exam decision indicator, go to the **Settings** page after you complete setup.

I have read and understand how I can change the Student Exam Decision Indicator for my school this year.

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Save & Continue

See pages 58–60 for details about the student exam decision indicator setting.

Teacher Ability to Drop and Move Students

The next screen asks you to review settings about teachers' ability to drop and move students from class sections.

By default, the system allows teachers to drop students from their class sections or move students between their own class sections.

If you'd prefer that teachers **not** be able to drop or move students from class sections in the system, you can disable this setting.

You can change this setting at any time, even after you complete the initial Setup steps.

BEST PRACTICE: *If you leave the setting on (to allow teachers to drop or move students), work with teachers to determine a process to track changes to student enrollment in class sections.*

AP Registration and Ordering Setup

Teacher Management of Student Roster

You can determine the extent to which AP teachers can manage changes to the student roster in the system. You can adjust this feature at any time through **Settings**, even after you complete initial setup.

By default, AP teachers are able to manage changes to the student roster by dropping students from their class sections or moving students between their own class sections.

If you leave on the default enabled, work with teachers to determine a process to track changes to student enrollment in class sections to ensure the accuracy of your exam order. If you leave the default enabled, you may want to switch it off after you submit your exam order.

If you'd prefer that teachers **not** be able to drop or move students in the system, you can turn this feature **off**. *

I want to enable teachers to move and drop students from their rosters in the system.
 I want to disable the ability for teachers to move and drop students from their rosters in the system

[← Back](#)
Save & Continue

Completing the AP Participation Form Online

To register your school to offer AP Exams in May 2020, you must complete the information in the Setup section in AP Registration and Ordering, and then electronically sign and submit the AP Participation Form that's generated.

The last screen of Setup indicates that your AP Participation Form has been generated and asks for some final information. You'll also receive an email when your AP Participation Form is ready for you to review and sign.

AP Registration and Ordering Setup

Participation Form Signatures and Questions

Using the information you provided, we have generated the *2019-2020 AP Participation Form*. This will require your electronic signature before you can submit your school's exam orders. We have sent a signature request to the AP Coordinator listed in the Participation Form. Please note that it may take a few minutes for the email to be received. You can also access and sign the Participation Form from the School Information and Participation Contacts section on the Settings page.

Does your school allow any student to enroll in AP courses (i.e. "open enrollment"), regardless of prior grades and teacher recommendations? *

Yes
 Varies by Course
 No
 Not sure

By what date do you require students to pay their AP Exam fees? *

Not applicable--we cover all exam fees

Click on the **Continue to Dashboard** button to go to the AP Registration and Ordering system.

[← Back](#)
Continue to Dashboard

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 AP Registration and Ordering. You may print out a copy of the completed form for your records. **Don't mail a copy of the form to the AP Program.**

Important:

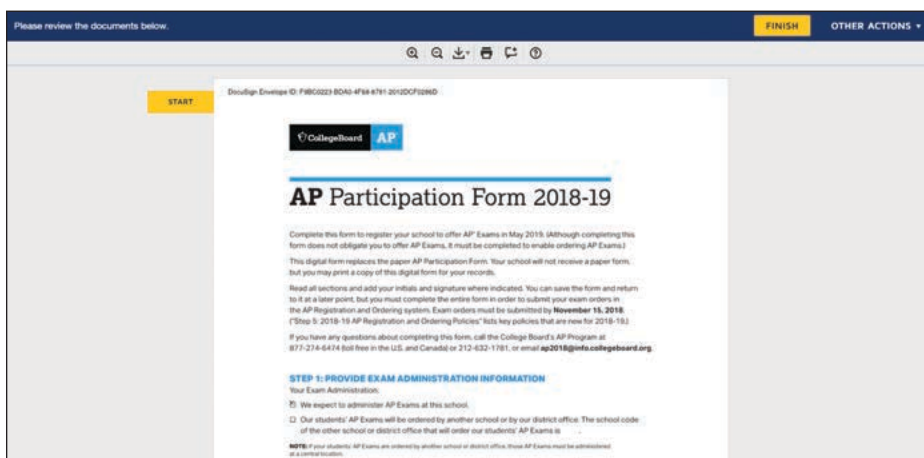
To ensure you receive the email notification about your AP Participation Form, please add [@docuSign.net](mailto:ap@docuSign.net) to your address book. If you don't get an email after completing Setup, go to **Settings** to access your Participation Form.

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.

You'll receive a confirmation email once you've completed the AP Participation Form.

If you need to make changes to your information or your school's information in the form, return to the **School Information** 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 for you to sign and submit.
- **If you've already signed and submitted the AP Participation Form:** You should still update the information in School Information, but you won't need to resubmit the form.



Please review the documents below. FINISH OTHER ACTIONS

DocId: 3229 8043 4784 4791 2019CF098D

AP

AP Participation Form 2018-19

Complete this form to register your school to offer AP Exams in May 2019. (Although completing this form does not obligate you to offer AP Exams, it must be completed to enable ordering AP Exams.) This digital form replaces the paper AP Participation Form. Your school will not receive a paper form, but you may print a copy of this digital form for your records.

Read all sections and add your initials and signature where indicated. You can save the form and return to it at a later point, but you must complete the entire form in order to submit your exam orders in the AP Registration and Ordering system. Exam orders must be submitted by **November 15, 2018**. (Step 5: 2018-19 AP Registration and Ordering Policies" lists key policies that are new for 2018-19.)

If you have any questions about completing this form, call the College Board AP Program at 877-274-6474 (toll free in the U.S. and Canada) or 212-632-1791, or email ap2019@info.collegeboard.org.

STEP 1: PROVIDE EXAM ADMINISTRATION INFORMATION
Your Exam Administration:

We expect to administer AP Exams at this school.

Our students' AP Exams will be ordered by another school or by our district office. The school code of the other school or district office that will order our students' AP Exams is _____

NOTE: If your students' AP Exams are ordered by another school or district office, those AP Exams must be administered at a separate location.

NOTE: The Participation Form shown above is an example from 2018-19. Your AP Participation Form will say 2019-20.

The Participation Form Must Be Completed to Submit an Exam Order

The AP Participation Form must be electronically signed and submitted through AP Registration and Ordering before the coordinator can submit the exam order. Coordinators can't submit exam orders if the form hasn't been submitted. The final ordering deadline is November 15, 2019, 11:59 p.m. ET. Coordinators should complete and submit the AP Participation Form well before the exam ordering deadline. If your school's exam order is submitted after November 15 because the AP Participation Form wasn't completed, the \$40 per exam late order fee will apply.

BEST PRACTICE: Complete the AP Participation Form as soon as possible after receiving email notification that it's available.

Schools also won't be able to receive copies of **Part 2** of the *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.

The screenshot shows the AP Registration and Ordering interface for 'Sample High School 2019/20'. At the top, there is a navigation bar with 'CollegeBoard AP' and a user profile 'Sample'. Below this is a header with 'AP Registration and Ordering' and navigation links for 'Home', 'Courses', 'Students', 'Orders', 'Packing List & Invoice', and 'Settings'. A prominent orange alert box states: 'Participation Form Required. You have not completed your school's participation form. You will not be able to order exams until the participation form is complete.' Below the alert is a summary table:

Student Registrations		Exam Registrations			Cost
Students	Enrollments	Taking	Not Taking	Undecided	Total Cost
0	0	0	0	0	\$0

To the right of the table is an 'Order' section with a blue header. It displays 'Not submitted' and a submission deadline of 'Nov 15, 2019 11:59 PM EST'. A note below states: 'You cannot submit your order until you complete the participation form.'

Updating AP Coordinator Information

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

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



The new AP coordinator must meet all AP coordinator eligibility requirements (see page 10).

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 that their school’s designated AP Course Audit administrator has confirmed that the 2019-20 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. AP Course Audit Administrators are identified to the AP Program through a different process than the AP coordinator. For more details about AP Course Audit, go to collegeboard.org/apcourseaudit.

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

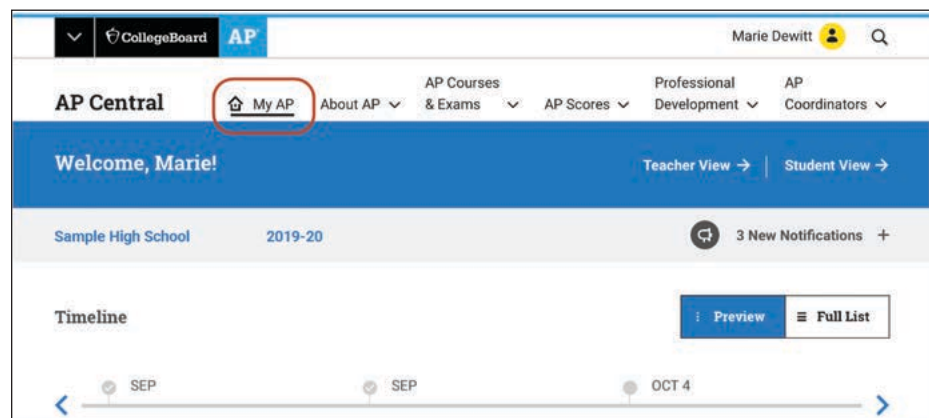
See page 9 for details about the steps in AP Course Audit that new AP teachers, or those teaching a different AP course for the first time this year, must complete in order to enable class section creation for their courses.

AP Participation Survey

In the fall, you’ll receive an email with a link to the 2019-20 AP Participation Survey. This year, you’ll complete the survey online only. A paper survey is no longer sent.

My AP

After you’ve completed setup, you’ll have access to **My AP**, which is your personalized homepage. This is the first page you’ll see anytime you sign in to myap.collegeboard.org. You’ll also be able to access My AP anytime you sign in to AP Central.



Accessing and Using AP Registration and Ordering

From your My AP homepage, you'll have an overall view of the status of AP Registration and Ordering and AP Classroom for your school. You'll also see a timeline showing important upcoming milestones.

To access **AP Registration and Ordering**, click the link from your My AP homepage.

The screenshot shows the AP Central My AP homepage. At the top, there's a navigation bar with 'AP Central' and various menu items like 'My AP', 'About AP', 'AP Courses & Exams', 'AP Scores', 'Professional Development', and 'AP Coordinators'. Below this is a 'Welcome, Marie!' banner with 'Teacher View' and 'Student View' options. The main content area features a 'Timeline' section with three milestones: 'Track teacher class set-up', 'Distribute Join Codes', and 'Preferred Exam Ordering Deadline'. A red circle highlights the 'AP Registration and Ordering' link in the bottom navigation bar.

You can view details for each course, including the **AP Classroom Progress Dashboard**, which shows student progress. For details on how teachers use AP Classroom, see pages 93–101.

You can view AP Classroom for each course to see the resources that teachers have access to.

AP World History		59 student enrollments	55 exam registrations	0 exams ordered
Teachers	AP Registration & Ordering →		AP Classroom Progress Dashboard →	
	Student Enrollments	Exam Registrations	Students Active	Last Unit Assessed
Miguel Mitchell	24	18	22	Unit 2: Interconnections
Samantha Parker	0	0	0	–
Marshall Fischer	17	20	17	Unit 1: Land-Based Empires
Emily Watkins	18	17	18	Unit 3: Maritime Empires

Student Exam Decision Indicator Setting

If you want to change the Student Exam Decision Indicator, you should do this soon after you first access AP Registration and Ordering. To change the Student Exam Decision Indicator, go to the **Settings** section.

If you're not ordering exams, you don't need to use the student exam decision indicator.

You can choose between two settings for the Student Exam Decision Indicator:

- **Default Setting:** All students have an order exam status of **Yes** when they enroll in class sections.
- **Advanced Setting:** All students have an order exam status of **Undecided** when they enroll in class sections. Each student is responsible for indicating their exam decision as **Yes** or **No** by a deadline that you specify. Even with this setting, you still have the ability to make final changes to your exam roster, including changes to students' exam registration as necessary. (**Note:** Students who enroll in exam only sections are always set to an **Order Exam?** status of **Yes**, even when the advanced setting is enabled.)

Important:

There are **two important details** to be aware of regarding this setting:

- You may change the exam decision indicator setting **only within 7 days** of completing your initial AP Registration and Ordering setup. 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.

Default Setting

As the default setting, all students who enroll in class sections before November 15, 2019, are directly included in your exam roster. You'll likely prefer to leave the default setting if your school requires students in AP courses to take the corresponding exam or if your school only administers AP Exams without offering courses.

With the default setting, 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 in a class section. 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 isn't taking*.
- If a student is taking an AP Exam at a school other than yours, make sure the student's **Order Exam?** status is **No**.

You may change students' exam registration at any time until the final ordering deadline without incurring an additional fee. If you submit your initial exam order before November 15 and need to make changes, you'll need to submit the changes to the order. If you change students' exam registrations after the November 15 final ordering deadline, late order fees or unused/canceled exam fees may be incurred.

If a student enrolls in a full-year 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**. (Students who enroll in a **second-semester** class section after November 15 will have a status of **Yes** for **Order Exam?** after they enroll in the class section until the March 13 ordering deadline.)



See page 79 for details on changing students' exam registration before finalizing your exam order.

The screenshot below shows the student roster after students have enrolled in class sections when the default setting is used.

The screenshot shows a web interface for AP registration. At the top, there are several filter buttons: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. Below these is an Order Status filter. A link for 'Download Student Roster' is visible. The main part of the screenshot is a table with the following data:

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

Advanced Setting

If you prefer, you may select an advanced setting to allow students to indicate their AP Exam registration themselves. Remember that even with the advanced setting, you still have the ability to make final changes to your exam roster, including changes to students' exam registration as necessary.

- 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 enrolling in class sections. If you change the setting *after* students have started enrolling in class sections, then all students who already enrolled will have an **Order Exam?** status of **Yes**, since that's the original default setting.
- If you select the advanced setting, students' exam decisions will be set as **Undecided** until the student indicates their AP Exam registration. Resolve any student decisions still set as **Undecided** before submitting your exam order.
- You may still change students' exam registration at any time before the November 15 final exam ordering deadline without incurring a late order fee or unused/canceled exam fee (i.e., changing a student's exam decision from **No** to **Yes** or from **Undecided** to **Yes** or **No**).
- For exam only sections, the default **Order Exam?** status remains **Yes** even when the advanced student decision indicator setting is selected.

Settings

School Information and Participation Contacts 🔔 Incomplete

Exam Administration

Exam Decision Indicator

You can determine whether students will be directly included in your exam order after they enroll in class sections, or whether they need to indicate their exam registrations.

Exam Decision Indicator: Default Setting
By default, every student who enrolls in a class section will be included in the exam roster with an order exam status of Yes. Before submitting the AP Exam order, AP coordinators only need to review the exam roster and change the exam registration for any students who are not taking an exam.

Exam Decision Indicator: Advanced Setting
With the advanced setting, students need to indicate their exam registration for each class section in which they enroll. Students will have an order exam status of Undecided until they indicate their exam registration. AP coordinators are able to adjust students' exam registrations if necessary before submitting the AP Exam order.

AP coordinators need to set a student decision deadline. This is the date by which students need to indicate their exam registration. To allow time to verify exam registrations and finalize the exam order, set the student decision deadline to a date before the exam ordering deadline. Set student decision deadlines for full-year/first semester courses and for courses that begin after November 15.

For full-year or first-semester courses only:
 Priority Ordering Deadline
 October 4, 2019 11:59 ET
 Regular Ordering Deadline
 November 15, 2019 11:59 ET

For second-semester courses only:
 Spring Course Orders and Fall Order Changes Deadline
 March 13, 2019 11:59 ET

Save

If you opt to enable the advanced decision indicator setting, you 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 preferred, final, and spring course orders and fall order changes deadlines.

The student decision deadline is defaulted to one week before the November 15, 2019, final ordering deadline (for full-year or first-semester courses) and one week before the March 13, 2020, Spring Course Orders and Fall Order Changes Deadline (for courses that start after November 15).

You can't set the student decision deadline to the same date as an ordering deadline. It's important that you set a student decision deadline that's *earlier* than the ordering deadline to ensure you'll have enough time to finalize your exam order before the ordering deadline.

Schools using the advanced setting should wait until the Student Decision Deadline has passed before submitting the exam order. Once the exam order is submitted, students can no longer change their exam registration. **When using the advanced option, don't submit exam orders by the preferred ordering deadline (October 4, 2019) if you've set your student decision deadline to a date *after* October 4.**

BEST PRACTICE: *On the first day of school, let students and teachers know when the student decision deadline is.*

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.

2. Class Section Setup

Learn How to:

- Create class sections and exam only sections in AP Registration and Ordering
- Advise teachers about sharing class section join codes with their students
- Share exam only join codes with students
- Download a list of join codes for all class sections

Class Sections

After completing the steps in the AP Registration and Ordering Setup section, the AP coordinator needs to create class sections. **Class sections must be created as soon as possible, before classes begin.**

Class sections are associated with an AP teacher. If you have students who will be taking an AP Exam at your school without taking the corresponding AP course at your school, you'll need to create an **exam only section** for that subject. See pages 63–64 for details about exam only sections.

Class sections need to be created in AP Registration and Ordering to associate students with the classes and exams they're taking. Once students are associated with their class section, by enrolling through My AP, students and teachers are able to utilize AP Classroom resources, and students are included in the AP coordinator's exam roster.

Class sections can only be created for AP teachers who are authorized through AP Course Audit to teach a course. For example if an instructor at your school is authorized to teach AP United States History, you can only create class sections for that teacher for AP United States History.

Class sections need to be created to generate **join codes** (one unique join code per class section per school). Students use join codes to enroll in their class sections. (See pages 65–67 for details about join codes.)

Students must be enrolled in class sections to be included in the exam roster and to access AP Classroom resources that teachers may assign. Teachers can't start assigning AP Classroom resources until class sections are created for their classes.

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 with one teacher, a class section must be created for AP Biology for that instructor 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 be able to assign resources on a per-class basis and view the performance of their individual classes when they review AP Instructional Planning Reports.

Students can't enroll in multiple class sections of a course at the same time. For example, if a student enrolls in one class section for AP Biology, they can't enroll in another AP Biology class section. However, a student can be enrolled in a class section associated with a teacher and an exam only section for a course at the same time, which supports students who may be enrolled in a course at one school but taking the corresponding exam at another school.



AP coordinators can download a list of all join codes. See page 67.

Before creating class sections:

- Ensure that **new AP teachers and instructors teaching a new or different AP course this year** have added their course(s) in AP Course Audit and that the AP Course Audit administrator has approved the AP Course Audit form for these teachers. (See page 9 for details about the course audit steps that new teachers need to complete.)

BEST PRACTICE: *Get a copy of your school's schedule of all AP classes and teachers to refer to.*

After you've created class sections:

- Let your school's AP teachers know when you've created class sections. Teachers need to sign in to myap.collegeboard.org to retrieve the join code for each class section they teach, and then distribute the join code to the students in each class.
- Ensure that students enroll in class sections by the second day of class.

How to Create a Class Section

In AP Registration and Ordering, 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 or AP teacher from your school listed, 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 next screen.



Helping Students Join Your AP Class Section on pages 107–108 provides step-by-step directions for teachers. It can be downloaded from collegeboard.org/ap-tools.

The screenshot shows a modal window titled "Add Section" for the course "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 value "40".
- Course Schedule ***: Radio buttons for "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:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators, because they will appear in AP Classroom and AP score reports. The limit for each section name is **20 characters**.

BEST PRACTICE: *Name sections consistently and clearly for organizational and score reporting purposes.*

- **Maximum number of students:** This will default at 40, but you can edit this number if necessary. Once the number of enrollments equals the maximum number of students that have been set for that section, no one else will be able to enroll in that section unless you edit the field to increase the maximum number. (Teachers also have the ability to edit the maximum number of students.)
- **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 final 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, homeschooled students, or students from another school. See below and the next page 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.

Exam Only Sections

You'll need to create an **exam only section** if your school administers AP Exams to students who aren't enrolled in a course at your school. Exam only sections would be necessary for:

- Independent/self-study students attending your school who want to take an exam for a course in which they're not enrolled
- Students who attend another school but want to test at your school
- Homeschooled students who will be testing at your school
- Virtual school students who will be testing at your school

Only AP coordinators can create exam only sections; teachers can't create these sections.

You'll need an exam only section for each subject for which there are students only taking the exam at your school.

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.
- Aren't 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 (unless the student is also enrolled in a class section with another provider—see page 27 for details).

Important:

The ordering deadlines are the same for all students, including those enrolled in exam only sections.

How to Create an Exam Only Section

Click **+ Add Section** next to the appropriate subject. In the next screen, select **Exam Only** for the course schedule. Enter the section name. There isn't a teacher field for exam only sections. You may want to adjust the maximum number of students if only a small number of students will be enrolled in the exam only section.

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 ***: A selection area with two radio buttons:
 - Standard Full Year
 - Exam Only
- At the bottom right, there are two buttons: "Cancel" and "Create Section".

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 next screen to add the course and create the exam only section.

For Students Taking Courses That Begin After November 15

There's **not** an option for a second-semester exam only section. You may have students from another school—for instance, a virtual school—who are taking an exam at your school but at the school they attend they're taking a corresponding course that begins after the November 15 final ordering deadline. You may need to submit the exam order for these students after November 15.

In this case, the student should be enrolled in **both**:

- The second-semester class section for the subject at the school they attend. The student's **Order Exam?** status should be **No** for this class section.
- The exam only section for the subject at your school. The student's **Order Exam?** status should be **Yes** for this exam only section.

By being enrolled in both the exam only section and the second-semester class section for the subject, the late order fee is **not** applied if you submit the exam order for this student after November 15.

BEST PRACTICE: *Make sure the student is enrolled in both the second-semester class section at the school they attend and the exam only section for your school **before** you submit the student's exam order.*

You may still submit an exam order after November 15 for a student who's in a second-semester course at the school they attend, even if they're not enrolled in a class section at that school. However, in this case, the \$40 per exam late order fee would apply.

Editing and Deleting Sections

Go to the **Actions** column for each class section or exam only section to:

- **Edit Section:** Change the section name, update the maximum number of students, update the course schedule, add a co-teacher, or change the teacher. If teachers have created their own class sections, you may need to edit the section name if they haven't followed the class section naming convention you've established for your school.
- **Delete Section:** This permanently deletes the section from your school in AP Registration and Ordering. You can delete a section only if there are no enrollments in the section.

The screenshot shows a web interface with a table of class sections. At the top, there are filters for 'Courses', 'Course Type', 'Enrollment', and 'Teachers'. Below the filters, there are links for 'Download Section Info with Join Codes' and '+ Add Course'. The table has columns for 'Course Name', 'Section', 'Teacher', 'Student Registrations', and 'Exam Registrations'. The 'Actions' column contains dropdown menus. One dropdown menu is open, showing options: 'Edit Section', 'Delete Section', 'See Join Code', and 'See Transfer Code'. The 'Edit Section' option is circled in red.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
AP Art History	+ Add Section		0/40		
	Period 1	John Sharp	0/40		Actions
AP Calculus AB	+ Add Section		0/40		
	Period 3	Randall Evans	0/40		Actions
AP Calculus BC	+ Add Section		0/40		
	Period 4	Randall Evans	0/40		Actions
AP Computer Science Principles	+ Add Section		0/40		
	Period 6	Sarah Jones	0/40		Actions
AP European History	+ Add Section		0/40		
	Period 8	Judy Harper	0/40		Actions

NOTE: If a new teacher is added to an existing class section, the new teacher would have access to all AP Classroom data associated with that class, including student results.

Join Codes

A unique alphanumeric **join code** is automatically generated for each class or exam only section created in AP Registration and Ordering. Communicate with your school's AP teachers to let them know when you've created class sections. Teachers then sign in to myap.collegeboard.org to access the join code for each class section they teach.

Important:

On the first day of class, teachers need to share the join code for their class with their students so they can enroll in the class section by the next day.

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 have 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's resources and feedback for every AP class they're taking.



Helping Students Join Your AP Class Section on pages 107–108 provides step-by-step directions for teachers. It can be downloaded from collegeboard.org/ap-tools.

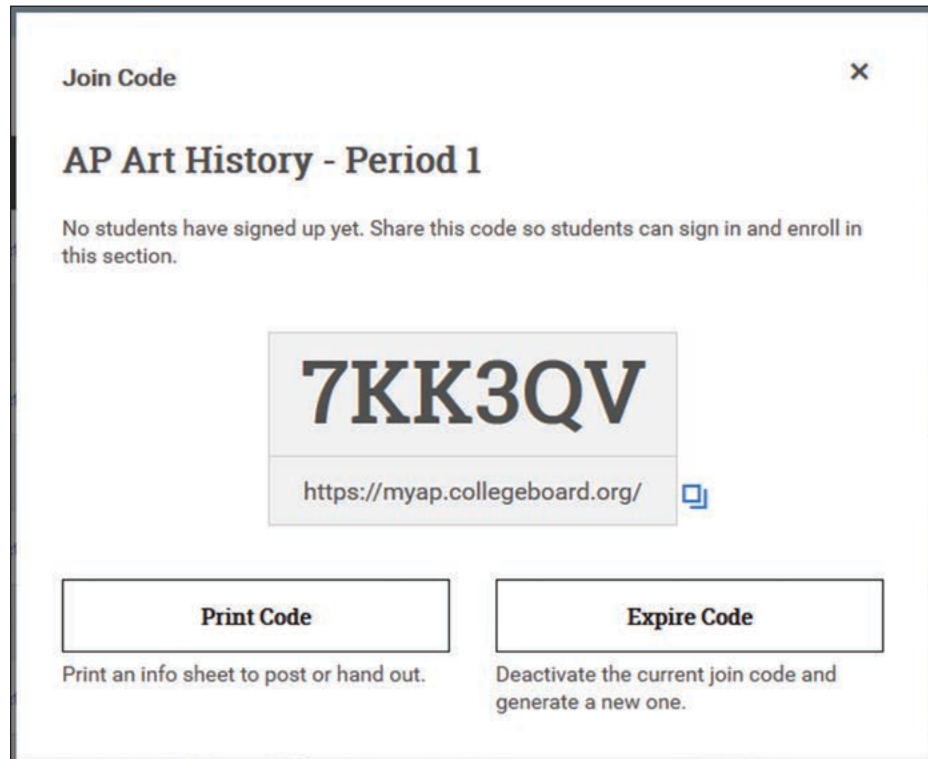
Join codes are unique to the sections created for your school. Your join codes shouldn't be shared outside your school, unless you're providing a join code for an exam only section to a homeschooled or independent study student, or a student from another school taking an exam at your school.

To be accounted for in the exam order, students must use a join code to enroll in a class or exam only section. (Students who transfer to your school after the November 15 regular ordering deadline will need a **transfer code** instead of a join code—see pages 74–75.)

Only coordinators can provide the join code to students in an **exam only section**. These students need the join code for the exam only section 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.

To view join codes:

- **For Coordinators:** After creating a class section, click **Actions** in the last column next to each course and select **See Join Code**. You can also download a list with all join codes. (See the next page for details.)



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:** After you create class sections, teachers will see the join codes listed next to their class sections. If teachers create their own class sections, the join code appears immediately after they create the section. (See pages 97–98 for details about how teachers view the join code.)

Downloading a List of All Join Codes

On the **Courses** page, click **Download Section Info with Join Codes** to download a spreadsheet listing:

- course names
- all section names and types (standard full year, second semester, exam only)
- the corresponding teacher names
- the active join code for each class section or exam only section
- the number of student enrollments in each section

Course Name	Section	Teacher	Student Registrations	Exam Registrations	
AP Art History	+ Add Section		2/40	2/2	
	Period 1	John Sharp	2/40	2/2	Actions
AP Calculus AB	+ Add Section		1/40	1/1	
	Period 3	Randall Evans	1/40	1/1	Actions
AP Calculus BC	+ Add Section		1/40	1/1	
	Period 4	Randall Evans	1/40	1/1	Actions
AP Computer Science Principles	2 Sections		2/41	2/2	
AP European History	+ Add Section		2/40	2/2	
	Period 8	Judy Harper	2/40	2/2	Actions

Expiring a Join Code

If the join code for a class section or exam only section is shared outside of your school and you have unintended students enrolling in a section, you can expire the join code. By expiring a join code for a section, that code can no longer be used to join that section. Students who already correctly enrolled in the section previously don't need to take any action; they'll remain enrolled in the section after you expire the join code. If any students enrolled in a section should not be in the section, you can drop the students from the section. (See pages 71–72 for details on dropping students from class sections.)

3. Student Enrollment

Learn How to:

- Advise students and teachers about how students join class sections
- Manage student enrollment
- Download a student roster



Joining Your AP Class Section on pages 109–110 provides step-by-step directions for students. It can be downloaded from collegeboard.org/ap-tools.

Joining a Class Section

On the first day of class, teachers provide the join code for each of their class sections to their students. When students have the join code, they can sign in to My AP (myap.collegeboard.org) to enroll in the class section.

Students need to enroll in the class section for each AP class they're taking using the unique join code for each class.

To sign in, students need to use their **College Board account**. This is the same login they may have used to access past AP scores and PSAT/NMSQT scores or to register for the SAT. If students don't have a student account, they can click the **Sign up** link.

Students complete enrollment as an assignment, so that they're enrolled in their class sections by the second day of class.

For Exam Only Sections

If you have students who need to enroll in an exam only section, remember that only the AP coordinator can access and provide the join code for an exam only section. Once you provide a join code for an exam only section to a student, ensure the student completes their enrollment by the next day.

Indicating Exam Registration (Only for Advanced Student Exam Decision Indicator Setting)

If you've set the **advanced setting** for the student exam decision indicator, tell students the deadline by which they need to indicate whether they intend to take the exam. If you've left the student exam decision indicator at the **default setting**, students don't need to indicate exam intent; they'll be defaulted to an order exam status of "Yes." (See pages 58–60 for details about the student exam decision indicator setting.)

Providing Registration Information

Previously, students provided registration information by bubbling in fields on their answer sheets during a preadministration session or on exam day. This was a time-consuming process. Starting this year, students only need to provide registration information once, through My AP.

The first time a student enrolls in a class section or an exam only section in My AP, they'll provide their registration information. **It's important that they provide their registration information thoroughly and accurately.**

For some fields, students have the option to select **do not wish to respond**.

The registration information students provide through My AP is used to produce a unique AP ID label sheet for each student in your exam order. Students will use their AP ID labels on their exam materials. (See pages 44–45 for details about the AP ID label sheet.)



See pages 101–104 for detailed information, including screenshots, about how students enroll in sections through My AP.

Indicating Recipient of Free Score Report

Students will indicate the college or university they'd like to receive their free score report **only** through My AP; students no longer list this information on their answer sheets. Make sure students understand that if they would like a college or university to receive their free score report, they need to indicate this through My AP.

The deadline for students to indicate or change the recipient for their free score report is **June 20, 2020**.



See page 104 for details about how students indicate their free score report recipient in My AP.

Managing Student Enrollment

You can monitor and manage student enrollment in AP Registration and Ordering.

BEST PRACTICE: *Establish a plan with counselors and teachers for tracking student schedule changes so that you can update your student roster before submitting your exam order.*

If a student at your school joins an AP class after initial enrollment has ended or after you've submitted your initial exam order, the student will need the join code for the corresponding class section so they can enroll. If you've already submitted your initial order, you'll need to update your order. Remember that only AP coordinators can view and share the join code for an exam only section.

You may also need to **drop** a student from a class section or **move** a student to a different class section, and you may have students who **transfer to** or **transfer out of** your school. There are specific actions you must do in AP Registration and Ordering in these scenarios.

It's important that you use the correct action. If you use an action incorrectly, there's a risk that students could be charged unintended late order or unused/ canceled exam fees.

This table provides a snapshot of these actions. Review the details about each action on the following pages.

Action	Scenario
Drop a student from a class section (See page 71 for details.)	A student who enrolled in a class section but will no longer be taking the course. The student may or may not still be planning to take the exam.
Move a student from one class section to another (See page 73 for details.)	A student needs to be moved from one class section to another class section for the same course . For example, a student is currently enrolled in Period 1 of AP Biology and needs to move to Period 2 of AP Biology.
A student transfers to your school; provide the student with the transfer code for each class section they need to enroll in (See page 74 for details.)	A student transfers to your school at any point during the school year. It's important to provide the student with the unique transfer code for each class section they need to enroll in, not the join code. By using the transfer code, the late order fee is <i>not</i> applied.
A student transfers out of your school; indicate the student as transfer out in AP Registration and Ordering (See page 76 for details.)	A student transfers out of your school at any point during the school year. It's important to indicate the student as transfer out in the system. By indicating the student as transfer out, the unused/ canceled exam fee is <i>not</i> applied.

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.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	
AP Art History	+ Add Section		2/40	2/2	
	Period 1	John Sharp	2/40	2/2	Actions
AP Calculus AB	+ Add Section		1/40	1/1	
	Period 3	Randall Evans	1/40	1/1	Actions
AP Calculus BC	+ Add Section		1/40	1/1	
	Period 4	Randall Evans	1/40	1/1	Actions
AP Computer Science Principles	2 Sections		2/41	2/2	
	+ Add Section				
AP European History	+ Add Section		2/40	2/2	
	Period 8	Judy Harper	2/40	2/2	Actions

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

Download Student Roster

From the **Students** page, you can download a list of all students by clicking **Download Student Roster**.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

The student roster will contain:

- student name
- grade
- school code for the school the student attends
- email address
- AP ID
- school student ID (if applicable/provided)
- the name of each course and class section each student is currently enrolled in
- fee reduction status (Reduced or Standard)
- any special format exam materials you've indicated for each student
- the exam registration (Yes, No, or Undecided) for each class section or exam only section each student is enrolled in
- the date of each exam each student is taking
- order status (whether the exam order has been processed or shipped)

NOTE: If you have two or more students with the same name, click on the student's name on the **Students** page to see details.

Dropping or Moving Students from a Class Section

Drop a Student

If a student enrolled in a class section is no longer taking the course, you'll need to **drop** the student from the class section in AP Registration and Ordering. **Don't drop a student from a class section if they're transferring out of your school.** If a student transfers out, you need to indicate them as **transfer out**, which is a **different** action than drop. (See page 76 for details about indicating a student as transfer out.)

To **drop** 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.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Stand	Change Section Drop Student Transfer Out
	AP Calculus AB	Standard 5/05 8 AM	Yes	Stand	
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

If a student is dropping a course and the student's **Order Exam Status?** is **Yes**, verify if the student still plans to take the AP Exam for the course.

- If the student's **Order Exam?** status is **Yes**, and you've already submitted your exam order, you'll need to indicate whether 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).

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 you've left that functionality enabled (see page 52). If the student's **Order Exam?** status is **Yes** and the exam order has already been submitted, the student is automatically moved to a **Dropped Students exam only section** for the course after the teacher drops them from their class section (see below). This section functions like any other exam only section, but is named **Dropped Students**. If the student no longer intends to take the AP Exam, you'll need to remove them from your exam order and submit that change to your order. (See page 90 for details about submitting changes to your exam order.)

This is an example of a roster with a Dropped Students exam only section.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	
AP Art History	+ Add Section		0/40		
	Period 1	John Sharp	0/40		Actions
AP Calculus AB	+ Add Section		0/40		
	Period 3	Randall Evans	0/40		Actions
AP Calculus BC	+ Add Section		0/40		
	Period 4	Randall Evans	0/40		Actions
AP Computer Science Principles	2 Sections ^		0/41		
	+ Add Section				
	Dropped Students	Exam Only	0/1		Actions
AP European History	+ Add Section		0/40		
	Period 8	Judy Harper	0/40		Actions

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 regardless of when you move the student.

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 pages 71–72).

The screenshot shows a web interface for managing AP students. At the top, there are several filter tabs: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. Below these is an 'Order Status' dropdown. A 'Download Student Roster' link is visible. 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 lists several students and their enrolled sections. For the student 'Sherman, Johnny', the 'Actions' dropdown menu is open, showing three options: 'Change Section' (which is circled in red), 'Drop Student', and 'Transfer Out'.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Change Section Drop Student Transfer Out
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

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 if you’ve kept this functionality enabled. (See page 52.) An AP teacher **can’t** move a student to another teacher’s class section in the system.

Indicating Transfer Students To or Out of Your School

Students who transfer to or out of your school can be added to or removed from your exam roster without incurring a late order or cancellation fee, respectively. (See page 34.)

REMINDERS:

- This policy doesn't apply to students who transfer to or out of a **class**, or who drop a class.
- If a student who transfers to your school doesn't take an exam that was ordered for them at your school, the \$40 unused/canceled exam fee would apply.

Students Transferring To Your School

Provide the student with the **transfer code** for **each** class section or exam only section they need to enroll in. **The transfer code is different from the join code.** The transfer code is a unique code per section that enables the transfer student to enroll and be included in your exam order without incurring a late order fee. When a student uses a transfer code to enroll in a class section at your school, they're also removed from class sections at their previous school.

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 the unique transfer code for each class section that the transfer student needs to enroll in. If a student who has transferred to your school is taking three different AP courses, the student needs the transfer code for each course. It's important to give the transfer student the transfer code and not the join code for the class section; if you give a transfer student a join code instead of the transfer code, the student might not be able to enroll in the class section or could incur the late order fee for each class section they enroll in with a join code after November 15.

Share the transfer code for a class section with only one student. If additional students transfer to your school, you need to provide the transfer code for each necessary class section to each student on a one-by-one basis.

The transfer code **can't** be used when a student needs to switch class sections within your school. In this case, you need to move the student from one class section to another. (See page 73 for details about moving a student between class sections.)

The screenshot shows a web interface for AP registration. At the top, there are three tabs: 'Courses', 'Enrollment', and 'Teachers'. Below the tabs, there is a link to 'Download Section Info with Join Codes' and a '+ Add Course' button. The main content is a table with the following columns: Course Name, Section, Teacher, Student Registrations, Exam Registrations, and Actions. The table lists several AP courses and their sections. The 'AP European History' section is highlighted, and its 'Actions' dropdown menu is open, showing options: 'Edit Section', 'Delete Section', 'See Join Code', and 'See Transfer Code'. The 'See Transfer Code' option is circled in red.

Course Name	Section	Teacher	Student Registrations	Exam Registrations	Actions
AP Art History	+ Add Section		2/40	2/2	
	Period 1	John Sharp	2/40	2/2	Actions
AP Calculus AB	+ Add Section		1/40	1/1	
	Period 3	Randall Evans	1/40	1/1	Actions
AP Calculus BC	+ Add Section		1/40	1/1	
	Period 4	Randall Evans	1/40	1/1	Actions
AP Computer Science Principles	2 Sections		2/41	2/2	
	+ Add Section				
AP European History	+ Add Section		2/40	2/2	
	Period 8	Judy Harper	2/40	2/2	Actions
AP Studio Art: 2-D Design Portfolio	+ Add Section		1/40	1/1	
	Period 5	John Sharp	1/40	1/1	Actions

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order **after** March 13, 2020.

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.
- Select **Transfer Out** from the **Actions** drop-down list next to the student's name. This automatically drops the student from all sections they enrolled in and removes them from your exam roster.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Change Section Drop Student Transfer Out
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

If you've already submitted your exam order, you need to set the student's status to **Transfer Out** and submit your pending order change so the student's exam(s) will be removed from your school's exam order. (See page 90.)

4. Order Finalization

Learn How to:

- Organize the exam roster for order submission
- Indicate alternate exams for late testing
- Indicate special materials needed for students with accommodations
- Indicate additional master CDs
- Change the sort value for the AP ID label sheet shipment
- Submit your exam order

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

- October 4, 2019:** Preferred ordering deadline
- November 15, 2019, 11:59 p.m. ET:** Final ordering deadline
- March 13, 2020, 11:59 p.m. ET:** Spring course orders and fall order changes deadline

New exam orders submitted after November 15, 2019, 11:59 p.m. ET will incur an additional late order fee of \$40 per exam (with some exceptions). (See page 22.)

Exam Roster Management

Once students have enrolled, you'll need to manage changes to your exam roster in preparation for the final ordering deadline of November 15.

If you submit your initial exam order before November 15, you can still make and submit changes to your exam order until 11:59 p.m. ET on November 15 without incurring late order or unused/canceled exam fees.

After November 15, you can make changes to exams you've already ordered for students. Fees may or may not apply depending on the circumstance. For instance, if you need to switch a student's exam from regular testing to late testing or you need to make changes to the exam materials needed for a student, due to changes in the student's accommodations request status, you may do so after November 15 without incurring fees. However, if a student cancels an exam after the exam order is submitted, or doesn't take an exam that was ordered for them, the unused/canceled exam fee would apply.

Any **new exam order** submitted after November 15 will incur the late order fee, unless it's for a student who transferred to your school after November 15 or for a course that started after November 15. Exams canceled after November 15 and by March 13, or that are unused by students, incur the \$40 per exam canceled/unused exam fee. (See page 21 for details about fees).

Tracking Student Enrollment Changes

As you organize your exam order for submission, and even after you submit the order, it's important to track changes in student enrollment.

- Students who need to enroll in a class section or exam only section after initial enrollment has been completed or your initial exam order has been submitted (*not transfer students*)
- Students who **transfer to** your school
- Students who **transfer out of** your school
- Students who **move from one class section of a course to another class section of the same course**
- Students who **drop** a course and who may or may not still be taking the exam

It's important to make the accurate adjustment to your exam order based on the student's scenario, because there could be fee implications. Review the information on pages 69–76 about what to do when students transfer to or out of your school, drop a course, or move to a different section of a course.

Making Changes After Submitting Your Initial Exam Order

After you submit your initial exam order (i.e., after the first time you click “Submit” in AP Registration and Ordering), you'll need to submit changes to your order anytime you make an adjustment or update. After you submit your initial exam order, you'll see the message **View unsubmitted changes** on the **Orders** page if you've made changes that need to be submitted. (See page 90 for details.)



You can download a roster by clicking the **Download Student Roster** link on the **Students** page in AP Registration and Ordering. See page 70.

Information to Verify in the Exam Roster

On the **Orders** page, review the information in **All Exams**, which displays a summary of all the exams that will be included in your exam order based on information in the **Students** section. You can download a copy of this exam roster by clicking **Download Order Details**.

Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Art History	Standard 5/08	0	0	0	2
AP Calculus AB	Standard 5/05	0	0	0	1
AP Calculus BC	Standard 5/05	0	0	0	1
AP Computer Science Principles	Standard 5/15	0	0	0	2
AP European History	Standard 5/06	0	0	0	2
AP Studio Art: 2-D Design Portfolio	See Submission Deadline	0	0	0	1

Submit

Click on the data in the table to review and make any necessary changes.

- Not Taking Exam:** Verify that students whose **Order Exam?** status is set as **No** or **Undecided** don't intend to take the AP Exam. If any students have a status of **Undecided**, check with them to resolve their exam registration (either to **No** or **Yes**) before you submit your exam order. (See page 79 for details about checking for statuses of **No** or **Undecided**.)
- 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 review the exam date listed for students and switch the appropriate students to late testing. (See page 82.)
- Reduced Fee:** Account for known fee reductions. You'll be able to update students' fee reduction status after submitting your exam order. The deadline to indicate students' fee reduction statuses in the system is **April 30, 2020 (11:59 p.m. ET)**. (See page 86.)
- SSD Materials:** Account for special exam materials for students with approved or expected accommodations. (See pages 83–85.)

Changing Student Exam Registration

If you need to change a student’s exam registration, 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**.

NOTE: If your school doesn’t administer exams—your students go elsewhere to take AP Exams—and students are enrolled in class sections at your school (to use AP Classroom resources assigned by their teachers), the **Order Exam?** status must be **No** for the the students enrolled in class sections at your school.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation tabs for Home, Courses, Students, Orders, and Settings. Below these are several filter dropdowns: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. A 'Download Student Roster' link is visible. The main table has columns for Student Name, Course Name, Exam Date, Order Exam?, AP Fee Status, and Actions. A dropdown menu is open for the 'Order Exam?' column of the student 'Sanchez, Lucielle', showing options: Yes, No, Undecided, and Unused. The 'No' and 'Undecided' options are highlighted with a red box.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes No Undecided	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	No	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Undecided	Standard	Actions

REMINDER: Even if a student isn’t taking the exam for an AP class section they’re enrolled in, they still have access to AP Classroom resources assigned by their teacher for that class section.

Search for No or Undecided Exam Registrations

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

This screenshot is similar to the previous one but focuses on the 'Order Exam?' filter dropdown menu. The menu is open, showing a list of checkboxes: Yes, No (other), No, Undecided, and Unused. The 'No' and 'Undecided' options are highlighted with a red box. The table below shows the same student roster as the previous screenshot.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

Exam Orders and Cancellations Are per Student

Because exam orders are used to create personalized AP ID labels for each student, exams are ordered and canceled per student. If Student A wants to cancel an exam and Student B wants to order an exam for that same subject, you can't switch the exam from the student who canceled (Student A) to the student who wants to order an exam (Student B). You'll need to cancel the exam for Student A and update your exam order with the exam added for Student B. If it's after November 15, the unused/canceled exam fee of \$40 will be charged for Student A, and the late order fee of \$40 in addition to the base exam fee applies for Student B.

Schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

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. After November 15, late order and unused/canceled exam fees would apply.

Switching Exams for AP Art and Design and AP Calculus

AP Art and Design and **AP Calculus** are the only courses for which you can switch an exam for a student after November 15 without incurring a late order or unused/canceled exam fee.

If you've submitted an order for a student for an **AP Art and Design** or **AP Calculus** Exam, and the student wants to switch to another AP Art and Design or AP Calculus Exam, **they may do so without any fee.**

For example, if you ordered an AP Calculus BC Exam for a student who determines they instead want to take the Calculus AB Exam, you can make this switch in AP Registration and Ordering by March 13 (11:59 p.m. ET) without an additional fee.

There is a specific process that must be followed when switching an exam for a student for either AP Art and Design or AP Calculus.

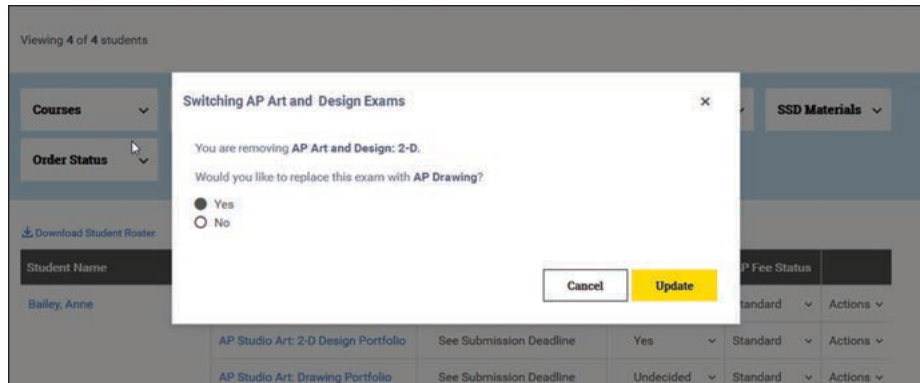
For AP Art and Design:

- The student must be enrolled in two class sections: the one they were originally enrolled in and the one for the exam they would like to switch to. (If your school has combined Art and Design classes, you need to create class sections in AP Registration and Ordering for **each** portfolio type offered at your school to order the portfolios. See page 38 for details.)
 - ♦ For example: A student enrolled in AP 2-D Art and Design decides they would like to instead submit a portfolio for AP Drawing. The student should enroll in the class section for AP Drawing **while still being enrolled** in the class section for AP 2-D Art and Design.
- When the student has enrolled in the second class section, you'll change the student's **Order Exam ?** status for the **first** class section to **No**.
 - ♦ For example: For the student who wants to switch from 2-D Art and Design to Drawing, you'd switch the student's **Order Exam?** status for **2-D Art and Design** to **No** after the student has enrolled in the class section for AP Drawing.
- When you cancel the student's exam for the first class section, you'll be prompted to confirm if the student wants to take Drawing instead. You'd indicate **Yes**.



After switching an exam in the system, you need to submit the change to your exam order.

See page 90 for details about submitting a change to your order.



For AP Calculus:

- The student must be enrolled in two class sections: the one they were originally enrolled in and the one for the exam they would like to switch to.
 - ♦ For example: A student enrolled in AP Calculus BC decides they would like to instead take the AP Calculus AB Exam. The student should enroll in the class section for AP Calculus AB **while still being enrolled** in the class section for AP Calculus BC.
- When the student has enrolled in the second class section, click the tooltip that says “Why can’t this be changed?” next to the **Order Exam ?** field for the class section corresponding to the exam the student **isn’t** taking.
- Select the checkbox to switch the exam.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
	AP Studio Art: Drawing Portfolio	See Submission Deadline	Undecided	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	No	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Calculus BC	Standard 5/05 8 AM	No	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Undecided	Standard	Actions

Indicating Alternate Exams for Late Testing

As you organize your exam order in AP Registration and Ordering, indicate any students who will require late testing for 2020 by changing the test date from **Standard** to **Late** for each necessary exam per student.

To help you identify known conflicts, the system shows an alert—a bell icon—when a student has more than one AP Exam on the same date and time.

[Download Student Roster](#)

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Burke, Aaron	AP Chemistry	Standard 5/06 8 AM	Yes	Standard	Actions
	AP Chinese Language and Culture	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/06 12 PM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Chance, Ellen	AP Calculus AB	Standard 5/14 8 AM	Yes	Standard	Actions
	AP Environmental Science	Standard 5/06 12 PM	Yes	Standard	Actions
	AP United States Government and Poli...	Standard 5/06 8 AM	Yes	Standard	Actions

When you select a **Late** test date for a student, you need to indicate the reason for late testing. If you don't see the student's reason for late testing 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 27–29 for the AP Program's policy on late testing and a list of reasons that don't incur an additional late-testing fee. Most reasons don't incur the 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

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 2020 AP Exams. You can use this list to help you locate the appropriate students in AP Registration and Ordering.

You should indicate all approved or expected special exam formats or materials for each student with an applicable approved or expected accommodation before submitting your exam order. You’ll be able to update an existing exam order for a student whose accommodations approval status changes after the November 15 ordering deadline without an additional fee. However, if you **add a new exam order** for a student after the November 15 ordering deadline, the late order fee would apply. (See page 31.)

In AP Registration and Ordering, 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

Accommodations Requests Must Be Submitted Through SSD Online

REMINDER: Submitting an order for special formats or materials in AP Registration and Ordering isn’t 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 pages 30–31 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 next screen.

AP Spanish Language and Culture: Special Exam Materials for Students with Accommodations ✕

Indicate special exam materials based on approved or expected accommodations. (If this student will use a **regular-format exam**, don't indicate any special exam materials.) **Indicating materials below is not a formal request for accommodations; accommodations requests must be submitted to and approved by College Board SSD.**

Special Formats

14 point font Custom font point size
 20 point font Braille
 Large block answer sheet [?]

Reader Materials

Reader Copy [?] Printed Script [?]

Multiple-Day Materials

Multiple-Day Testing [?]

Other Materials

Optional: If this student won't be using any special exam materials for this exam, you may check the box below:

Important:

In rare instances, a student may need a special exam material not listed on this screen. In **Other Materials**, only indicate exam **materials**. Don't indicate an accommodation that doesn't require materials; for example, **don't** indicate rest breaks, medication, or extended time.

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 32) shows which accommodations/materials should and shouldn't be indicated in AP Registration and Ordering:

Indicate in AP Registration and Ordering*	Do Not Indicate in AP Registration and Ordering**
Assistive technology-compatible (ATC)	Extended time
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. Not every accommodation requires special materials.*

***This is a list of common accommodations that don't require special exam materials to be ordered for a student. There could be other approved accommodations. Remember, if the student's accommodation doesn't require special exam formats or materials, don't indicate the accommodation in the AP Registration and Ordering system.*

REMINDER: You should indicate special exam formats or materials based on approved or expected accommodations before submitting your exam order. See pages 29–33 for additional policies about ordering exams for students with disabilities.

Indicating Student Fee Reduction Status

Deadline: You can update students' fee reduction status in the system until April 30, 2020, 11:59 p.m. ET. If an adjustment is needed to any student's fee reduction status after April 30, you need to call AP Services for Educators.

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

All students enrolled in class sections or exam only sections have a default fee reduction status of **Standard**.

- Students **eligible** for a fee reduction: For each student who **is** eligible for a fee reduction, **change** their fee reduction status to **Reduced**.
- Students **not** eligible for a fee reduction: For students who **are not** eligible for a fee reduction, leave their fee reduction status as **Standard**.

Fee reduction status is indicated only once per student, not for each exam. For each eligible student, you must indicate the fee reduction status by April 30 to ensure your school is appropriately credited for available fee reductions.

If you change the fee reduction status 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 interface. At the top, there are several filter dropdowns: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. Below these is an 'Order Status' dropdown and 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 lists several students and their exams. For the student 'Bailey, Anne', the 'AP Fee Status' dropdown menu is open, showing 'Standard' and 'Reduced' options, with 'Reduced' selected and circled in red.

Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	Actions
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Reduced	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	No	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Undecided	Standard	Actions

You can update students' fee reduction status in the system after submitting your exam order. You don't need to submit a change to your exam order when you update a student's fee reduction status. (See pages 24–27 for details about the AP fee reduction policy.)

Selecting the Order for AP ID 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 previously required. (See pages 44–45 for details.)


You can select how you'd like the AP ID labels to be sorted when they're sent to your school. You will be prompted to select an option for the labels when you submit your order. The list that's sent with your AP ID label shipment in the spring will list students according to the label sort order you select.

Click **Student Labels** and select one of three options from **Sort By**.

- **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 sign 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.

All Exams
Student Labels
Other Materials
Score Reporting Services

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



18 754U 68X 3 LN

Label Sort Order

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

Sort By:

Student Firs...

- Student Name
- Grade Level
- Student First Exam

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
March, Amy	11	AP Art History	Standard 5/08 12 PM
Nolan, Francie	10	AP Physics 1	Standard 5/08 12 PM
Wheelwright, John	12	AP Physics 1	Standard 5/08 12 PM
Memingec, Liesel	9	AP English Literature and Composition	Standard 5/09 8 AM

Ordering Additional Master CDs

By default, if you order exams for AP French, German, Italian, or Spanish Language and Culture, AP Spanish Literature and Culture, or AP Music Theory, you'll receive **one set of master CDs for each subject regardless** of how many exams you order for each subject. For instance, if you order one AP Spanish Language and Culture Exam or 100 exams, the default is for one set of master CDs.

If you need to order additional master CDs for these subjects for any of the reasons listed on page 37, you can do so in AP Registration and Ordering. You can't order additional AP Chinese or AP Japanese Exam CDs.

To order additional master CDs:

- Go to the **Orders** page and select the **All Exams** tab.
- Click **View/Edit CD Order** below the exam name.
- A new screen opens with a list of the master CDs available for that particular exam. From the drop-down list, select the quantity of the CDs that you need.
- Depending on the amount of additional CDs you're requesting, you may be prompted to provide a reason for the additional CDs.
- Return to the **Orders** page and click the yellow **Submit** button next to "Unsubmitted Changes."
- You can click on **View/Edit CD Order** to view details.

CDs for AP French Language and Culture (Standard) ✕

The quantities of the CDs for this exam are listed below. The allowable quantity is based on the number of students taking the exam.

If you need to order more than the quantity allowed below, contact AP Services for Educators at 877-274-6474 or 212-632-1781.

CD Type	Quantity
Master Listening CD	1 ▼
Master Speaking CD	1 ▼

Cancel
Update

If you need to order additional master CDs after submitting your initial exam order, you may do so until March 13, 2020 (11:59 p.m. ET). If you need to order more CDs than the system allows, you'll be prompted to call AP Services for Educators.

Submitting the Order

After you've made any necessary adjustments to the order, 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.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, Students, Orders (selected), and Settings. The main content is divided into two columns. The left column is titled 'Ship To' and contains the address: Sample High School, 1 Main Street, City, State 00000, United States. The right column is titled 'Orders' and contains a 'Main Order' section with a yellow 'Submit' button. Below this is a blue box with the text: '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.' Below the main content, there are tabs for 'All Exams', 'Student Labels', 'Other Materials', and 'Score Reporting Services'. A 'Download Order Details' link is also present. At the bottom, there is a table with the following data:

Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Art History	Standard 5/14	0	0	1	1
AP Calculus AB	Standard 5/14	0	0	0	1

Important:

You won't be able to submit your exam order if you:

- haven't completed the AP Participation Form for 2019-20 (See pages 52–55.)
- have an outstanding balance from the 2019 AP Exam administration
- have a security hold

Submitting Changes to Your Initial Exam Order

The first time you submit your exam order is considered your initial order. If you need to make updates after submitting your initial exam order, you need to submit these changes through AP Registration and Ordering. Changes could include new student enrollments, students transferring to or out of your school, alternate exams for late testing, or special exam materials for students with accommodations. If you have unsubmitted changes, you'll see the message **View unsubmitted changes** on the **Orders** page in the system.

BEST PRACTICE: Check for any unsubmitted changes anytime you're in the system.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links for Home, Courses, Students, Orders, and Settings. The 'Orders' page is active, displaying a 'Ship To' section with the address: Sample High School, 1 Main Street, City, State 00000, United States. To the right, the 'Orders' section features a 'View Unsubmitted Changes' link and a yellow 'Submit' button. Below this, there is a 'View Order History' link and a 'Submitted 4/28' status. A blue box titled 'Changing your order' provides instructions: 'To add or remove exams from your order, use the links in the All Exams table below. Then come back here and submit your changes.' At the bottom, there is a 'Download Order Details' link and a table with the following data:

Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Art History	Standard 5/14	0	0	1	1
AP Calculus AB	Standard 5/14	0	0	0	1

You can submit changes to your order as many times as necessary until the November 15 final ordering deadline without incurring any additional fees. Changes submitted after November 15 and by March 13 may incur late order or unused/canceled exam fees.

Next Steps

Once you've submitted your AP Exam order through AP Registration and Ordering by the November 15 final ordering deadline, you've completed the necessary steps for the fall. After November 15, manage updates to your exam order.

Please continue to access available resources and trainings. If you have any questions, contact AP Services for Educators:

Phone:

877-274-6474 (toll free in the United States and Canada)
212-632-1781

Email:

apexams@info.collegeboard.org (or, for educators outside the United States, use apexams-intl@info.collegeboard.org)

Ongoing Exam Order Management

Between November 16 and March 13, manage any updates to your exam roster leading up to the **Spring Course Orders and Fall Order Changes Deadline of March 13, 2020 (11:59 p.m. ET)**. Areas to account for are:

- Exam orders for courses that start after the November 15 ordering deadline (Page 35)
- Student enrollment changes: students who transfer to or out of your school; students who drop a course; students who move to a different class section of a course (Pages 69–76)
- Late exam orders (i.e., exam orders submitted after November 15 for full-year or first-semester courses) (Page 21)
- Known exam cancellations (you're encouraged to submit known cancellations by March 13 to help simplify the invoicing and return shipment process) (Pages 19, 79)
- Any special exam formats or materials needed due to updated accommodation requests (Pages 29–33, 83–85)
- Orders for alternate exams for late testing for students with known testing conflicts (Pages 27–29)

Submitting Order Changes

If you make any changes to your exam order after you've submitted your initial exam order, you'll need to submit these changes. Go to the **Orders** page. If you have the message **View unsubmitted changes**, you must submit your changes.

Plan to organize updates to your exam order ahead of the March 13 deadline.

BEST PRACTICE: *Even if you've been organizing and submitting changes to your exam order before March 13, 2020, check AP Registration and Ordering again on March 13 before 11:59 p.m. ET to make sure you don't have any remaining unsubmitted order changes.*

Indicating Student Fee Reduction Status

The deadline to indicate students' fee reduction status through AP Registration and Ordering is **April 30, 2020 (11:59 p.m. ET)**. (See page 86 for more information.)

Score Labels and Free-Response Booklets

NEW If you'd like to request score report labels and students' free-response booklets from the 2020 AP Exam administration, you can do so through AP Registration and Ordering. The deadline to request these items is **March 13, 2020 (11:59 p.m. ET)**. (Previously the deadline for ordering these materials was in June for score labels and in the fall for the free-response booklets.) Details about these materials will be in **Part 2** of the *2019-20 AP Coordinator's Manual*.

Receive AP ID Label Sheet Shipments

Coordinators should receive their shipment of AP ID label sheets in mid-April for each student included in their school's exam order. The AP ID label sheets will be sent in a **separate shipment** from your school's AP Exam materials.

If you don't receive the shipment of label sheets by mid-April, you can check the shipment tracking through AP Registration and Ordering. **Part 2** of the *2019-20 AP Coordinator's Manual* will have details about tracking, receiving, and storing AP ID label sheets.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order **after** March 13, 2020.

Looking Ahead to the AP Exam Administration

The way you receive, administer, and return AP Exams isn't changing. Details about some new processes related to the exam administration will be in **Part 2** of the *2019-20 AP Coordinator's Manual*, including:

- **NEW Exam Day Tools:** New tools will help you organize your exam administration. Using the rosters generated through AP Registration and Ordering, you'll be able to create and manage:
 - ♦ Exam room assignments
 - ♦ Proctor assignments
 - ♦ List of examinees
- **Creating the Packing List:** You'll create your final packing list through AP Registration and Ordering.
- **NEW Accessing and Paying Your Invoice:** This year, the invoice process is streamlined to help you save time at the end of the school year. You no longer need to generate the final invoice. Starting this year your invoice is directly generated by AP Registration and Ordering and emailed to you after the late-testing administration ends. Payment will still be due to the AP Program by June 15.

Resources and Tools for AP Teachers and Students

This section gives AP coordinators an overview of the new AP experience for teachers and students, including the new resources and tools available to them.

New guides with information about getting started are available for teachers and students. See **Helping Students Join Your AP Class Section** (pages 107–108) and **Joining Your AP Class Section** (pages 109–110). These guides are also available for download at collegeboard.org/ap-tools.

Teacher Access

Reminder about AP Course Audit

To access the AP Classroom resources and set up class sections for students, new AP teachers and those teaching a new or different AP course for the first time in 2019-20 must have their course(s) added and approved by an administrator in AP Course Audit. If teachers have any questions about this process, they should contact your school's AP Course Audit administrator. (See page 9 for details about the Course Audit steps that new teachers or those teaching a different AP course for the first time in 2019-20 must complete in Course Audit.)

Signing In

To access **AP Classroom**, AP teachers go to myap.collegeboard.org or AP Central and sign 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.

Teachers need access to a computer or tablet (minimum resolution 1024 × 768) that supports the latest version of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer and is connected to the internet.

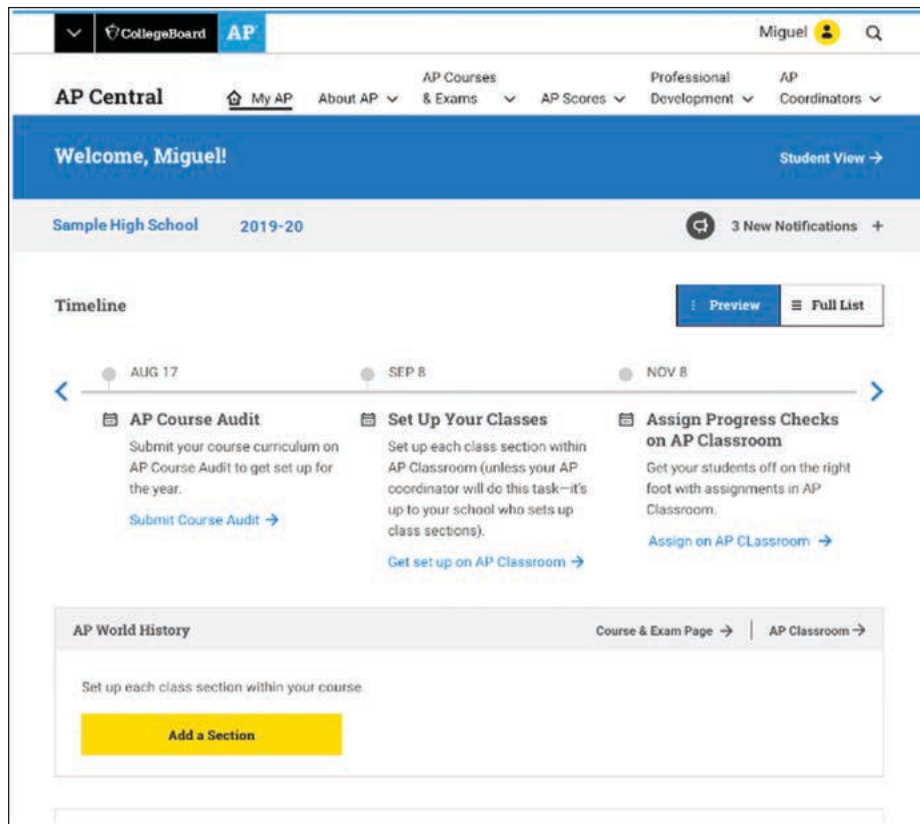
My AP and AP Classroom

After signing in, teachers see their personalized **My AP** homepage, which displays an overall status of their class sections.

If the AP coordinator has already created class sections, the AP teacher will see their class sections with course details.

The screenshot displays the AP Central My AP homepage. At the top, there is a navigation bar with 'AP Central' and 'My AP' links. A blue banner says 'Welcome, Miguel!' with a 'Student View' link. Below this, the school 'Sample High School' and the year '2019-20' are shown, along with '3 New Notifications'. The main content area features a 'Timeline' section with 'Preview' and 'Full List' buttons. The timeline shows three dates: SEP 12, SEP 13, and NOV 8. Under SEP 12, there are 'Assignments Due' for AP WORLD HISTORY (Section 1: Assignment 3.5) and AP UNITED STATES HISTORY (Section 2: Unit 3 Assignment). Under SEP 13, there are 'Assignments Due' for AP WORLD HISTORY (Section 1: Unit 3 PPC MCQ 3) and AP UNITED STATES HISTORY (Section 1: Assignment 3.5 and Section 2: Unit 3 PPC MCQ 2). Under NOV 8, there is a 'Deadline for Exam Registration' with a note that students must register by this date to avoid additional fees, and a link to 'Check your students' status'. Below the timeline, there are two sections for 'AP World History'. Each section shows '8 of 27 registered for exam' and a 'Join Code'. The first section shows a progress bar for Unit 1 (Land-Based Empires) which is complete (green checkmark), and Unit 2 (Interconnections) which is in progress (black bar). Below the progress bar, there are details for Unit 2: 'Unit 2 Progress Check: MCQ 1', 'Unit 2 Progress Check: MCQ 2', and 'Unit 2 Progress Check: FRQ'. There are also links for 'View Results', 'In Progress', and 'Unlock Progress Check'. A note indicates 'Section 1 has 2 Question Bank Assignments in Progress'. The second section for AP World History shows a similar progress bar and details for Unit 2.

If class sections haven't been created yet, the teacher will see a notice about creating class sections. AP coordinators should create class sections, but teachers can do this too if the school prefers. (See the next page for details.)

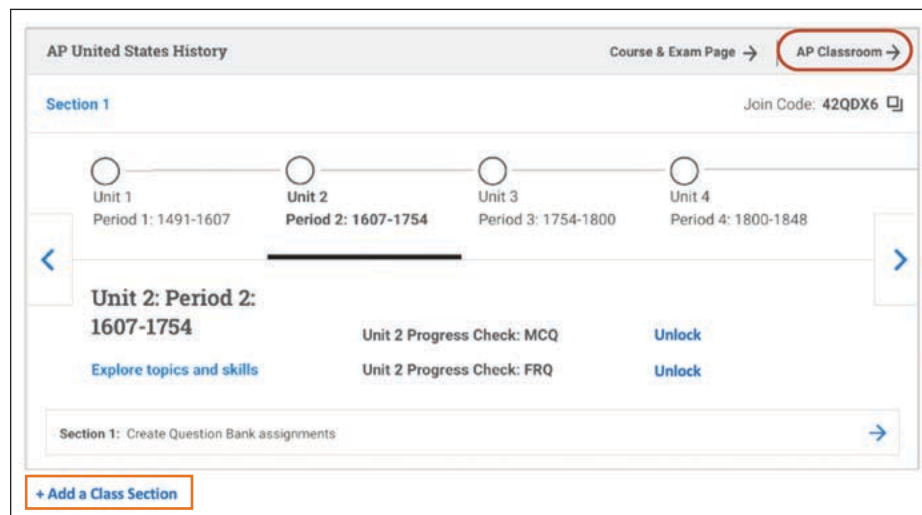


For step-by-step guidance on how to get the full benefit of the resources available in AP Classroom, teachers can access interactive tutorials and detailed user guides by clicking **Help** at the top of the screen in AP Classroom.

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 the next page). Communicate with AP teachers to let them know if they should create their own class sections.

After signing in at myap.collegeboard.org, teachers click **Add a Class Section** for the appropriate course or go to their **My Classes** page in AP Classroom.



Complete the information in the next screen:

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators, because they will appear in AP Classroom and AP score reports. The limit for the section name is **20 characters**.

BEST PRACTICE: Name sections consistently and clearly for organizational and score reporting purposes.

- **Maximum number of students:** This will default at 40, but the teacher or AP coordinator can edit this number as necessary. 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 final ordering deadline or is held only during the second semester.

BEST PRACTICE: Set up unique class sections for each class period taught so teachers can assign resources and get feedback on student performance per class.

Viewing the Join Code

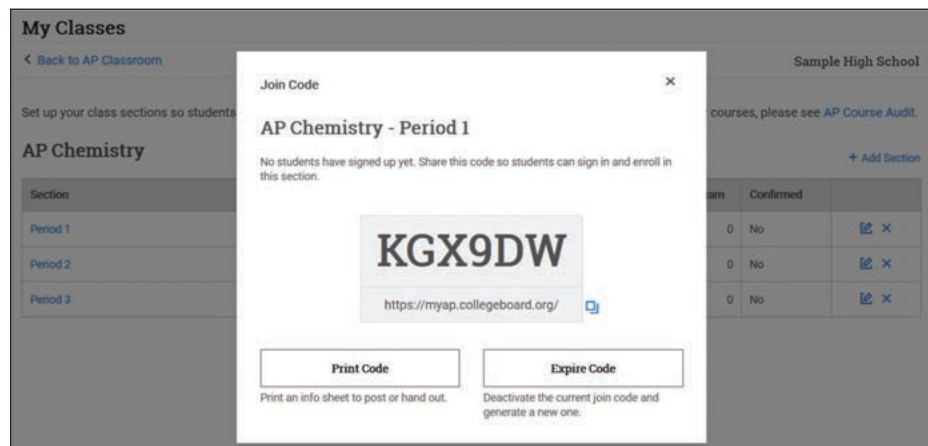
Once a class section has been created, the join code is visible next to the course information on the teacher's My AP homepage and in AP Classroom.



Helping Students Join Your AP Class Section on pages 107–108 provides step-by-step directions for teachers. It can be downloaded from collegeboard.org/ap-tools.

The screenshot shows the AP Central interface for a teacher named Miguel. The main navigation bar includes 'AP Central', 'My AP', 'About AP', 'AP Courses & Exams', 'AP Scores', 'Professional Development', and 'AP Coordinators'. A 'Welcome, Miguel!' banner is present with a 'Student View' link. Below this, the school is identified as 'Sample High School' for the '2019-20' school year, with '3 New Notifications'. The 'Timeline' section shows 'Assignments Due' for 'AP WORLD HISTORY' and 'AP UNITED STATES HISTORY' on 'SEP 12', 'SEP 13', and 'NOV 8'. A 'Deadline for Exam Registration' is also noted. The 'AP World History' course page is shown, with 'Section 1' having '8 of 27 registered for exam'. The 'Join Code: 23RLX8' is circled in red. The unit progress bar shows 'Unit 1: Land-Based Empires' completed, 'Unit 2: Interconnections' in progress, and 'Unit 3: Maritime Empires' and 'Unit 4: Revolutions: Intellectual and Political' not started. Below the unit progress, 'Unit 2: Interconnections' progress checks are listed: 'Unit 2 Progress Check: MCQ 1', 'Unit 2 Progress Check: MCQ 2', and 'Unit 2 Progress Check: FRQ'. A 'View Results' link is shown as 'In Progress', and an 'Unlock Progress Check' link is available.

To open a printable view of the join code for a particular section, navigate to **My Classes** in **AP Classroom**, and click the icon next to the join code.



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 in the system and to be accounted for in the exam order. Students also need to be enrolled to access AP Classroom's resources and feedback for every AP class they're taking.

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

Confirming Students' Exam Registrations

If you have selected the **advanced student 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 59–60.) Teachers can confirm that all of their students' exam registrations are updated; when a teacher does this, students in the teacher's class section can no longer adjust their exam registration. Teachers should inform students about any changes to their exam registration; the system **doesn't** send notification to students if a teacher changes their exam registration for a course.

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

Accessing AP Classroom Resources

After class sections are created, teachers can use AP Classroom resources with students:

- **Unit Guides:** Appearing in the Course and Exam Description (CED) and on AP Classroom, Unit Guides outline all required course content and skills covered on the exam, organized into commonly taught units. Each unit guide will suggest sequence and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.
- **Personal Progress Checks:** Made up of formative AP questions that provide feedback on student progress as they complete each unit throughout the year.
- **Progress Dashboard:** The Progress Dashboard displays results from personal progress checks, providing real-time insights to student achievement and areas to prioritize for additional support.
- **AP Question Bank:** An online library of more than 15,000 real AP questions that teachers can access to create customized practice and tests. AP Topic Questions can also be assigned by teachers as students learn the content and skills in each unit.

My AP gives teachers direct access to AP Classroom resources for each class section they teach. Click any resource or the **AP Classroom** link next to each course name.

The screenshot shows the AP Classroom interface for AP United States History. At the top right, the 'AP Classroom' link is circled in red. Below the course name, there is a 'Section 1' header with '8 of 27 registered for exam' and a 'Join Code: 42QDX6'. The main content area features a progress dashboard for Unit 2, Period 2 (1607-1754). The dashboard includes a progress bar with four units, where Unit 2 is currently active. Below the progress bar, there are three progress checks listed: 'Unit 2 Progress Check: MCQ 1' (View Results), 'Unit 2 Progress Check: MCQ 2' (In Progress), and 'Unit 2 Progress Check: FRQ' (Unlock Progress Check). There is also a link to 'Explore topics and skills'. At the bottom, there is a section titled 'Section 1: Create Question Bank assignments' with a right-pointing arrow.

After students sign in to My AP and enroll in their AP class sections, they'll see a list of current AP Classroom assignments for each class section they're enrolled in. This is also where they'll be notified when they have feedback to help them improve in AP. (See page 106 for more information about how students access AP Classroom assignments.)

When teachers click any AP Classroom link, they'll be greeted with their instructional units for their course and the latest progress and results for every class they teach.

The screenshot displays the AP Classroom interface for a teacher. At the top, the 'AP Classroom' header is visible, along with navigation links for 'Home', 'Progress Checks', 'Progress Dashboard', 'Question Bank', 'Professional Learning', and 'My Classes'. The main section is titled 'Class Progress' and shows data for 'Period 1'. It includes progress bars for 'Unit 1 Progress Check: MCQ' (with scores of 2, 2, 14, 8) and 'Unit 1 Progress Check: FRQ' (with scores of 3, 20, 2, 1). A button indicates '2 submissions to score'. Below this, the 'Units' section shows a progress bar for 'Unit 1' (green), 'Unit 2' (yellow), and 'Unit 3' (grey), with 'Unit 4' and 'Unit 5' also listed. The 'Foundations of American Democracy' unit is expanded, showing 'Instructional Periods: ~12-15' and 'AP Exam Weighting: 15-20%'. A table lists topics and practices with associated scores and links to topic questions.

Topics	Practices & Skills	Topic Questions
1 Ideals of Democracy	1.D	Topic Questions
2 Types of Democracy	4.A	Topic Questions
3 Government Power and Individual Rights	1.B	Topic Questions
4 Challenges of the Articles of Confederation	4.B	Topic Questions
5 Ratification of the U.S. Constitution	1.E	Topic Questions
6 Principles of American Government	4.B	Topic Questions
7 Relationship between the States and the Federal Government	5.A	Topic Questions
8 Constitutional Interpretations of Federalism	2.A	Topic Questions
9 Federalism in Action	5.B	Topic Questions

At the bottom, there is a 'Personal Progress Check' section with icons for MCQ and FRQ.

This is also where teachers access the Personal Progress Checks, the Progress Dashboard, and the Question Bank, all focused on providing teachers and students with instructional feedback throughout the year.

This example shows a feedback report for the first Personal Progress Check.

Unit 1 Progress Check: MCQ		
Topics and Skills	Questions	Students
Class Period 1	5	10
	10	5
Topic ^	Skill v	Class Avg v Average points earned/possible
1.1: Ideals of Democracy	Skill 1.D: Describe political principles, institutions, processes, policies, and behaviors illustrated in different scenarios	2/3
1.2: Types of Democracy	Skill 4.A: Describe the author's claim(s), perspective, evidence, and reasoning	0/3
1.3: Government Power and Individual Rights	Skill 1.B: Explain political principles, institutions, processes, policies, and behaviors.	3/3
1.4: Challenges of the Articles of Confederation	Skill 4.B: Explain how the author's argument or perspective relates to political principles, institutions, processes, policies, and behaviors.	3/3
1.5: Ratification of the U.S. Constitution	Skill 1.E: Explain how political principles, institutions, processes, policies, and behaviors apply to different scenarios in context.	1/3
1.6: Principles of American Government	Skill 4.B: Explain how the author's argument or perspective relates to political principles, institutions, processes, policies, and behaviors.	1/3
1.7: Relationship between the States and the Federal Government	Skill 5.A: Articulate a defensible claim/thesis.	3/3
1.8: Constitutional Interpretations of Federalism	Skill 2.A: Describe the facts, reasoning, decision, and opinion(s) of required Supreme Court cases.	2/3

Student Access to My AP

To access **My AP**, all AP students go to myap.collegeboard.org and sign in using their **College Board student account**. This is the same login they may have used to access AP and PSAT/NMSQT scores, or to register for the SAT®. If students don't have a student account, they can click the **Sign up** link.

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 signing in, students see their personalized **My AP** homepage. They 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, facilitates order identification and submission, and allows them to access AP Classroom coursework their teacher may assign.



Joining Your AP Class Section on pages 109–110 provides step-by-step directions for students. It can be downloaded from collegeboard.org/ap-tools.

Important:

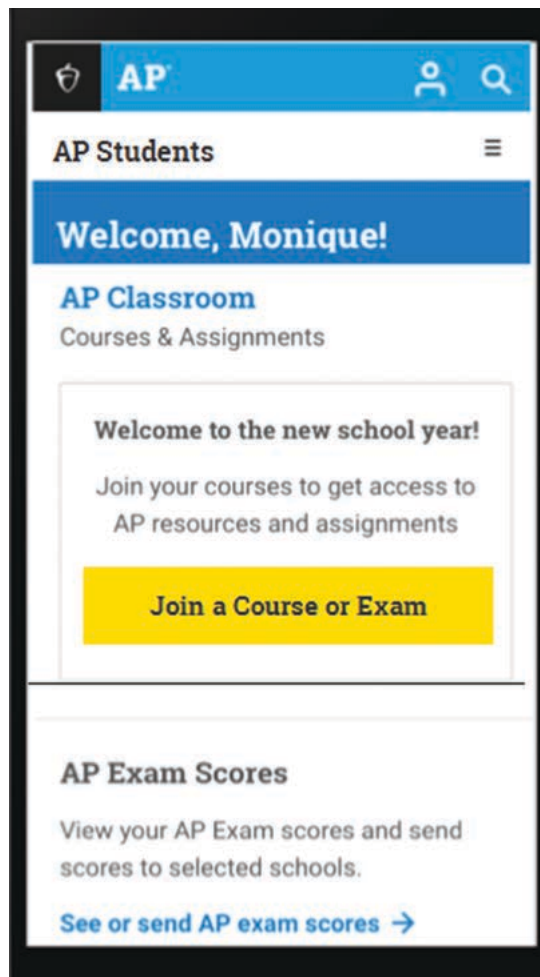
Join codes are generated **per class or exam only section**, not per student or per teacher. If a student is enrolled in multiple AP courses, they will receive a unique join code for **each class or exam only section**. To be accounted for in the exam order, students must enroll in their classes or exam only sections in the system. They also must be enrolled in class sections to access AP Classroom's resources and feedback for every AP class they're taking (optional for homeschooled, self-study students).

Joining a Class Section

On the first day of class, teachers provide the join code for their class section to their students. (Remember, only the AP coordinator can access and provide the join code to a student for an exam only section.)

To join a class section, students:

- Sign in to myap.collegeboard.org.
- Click **Join a Course or Exam**.
- For each class section or exam only section, 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 section; see the next page for details.*)

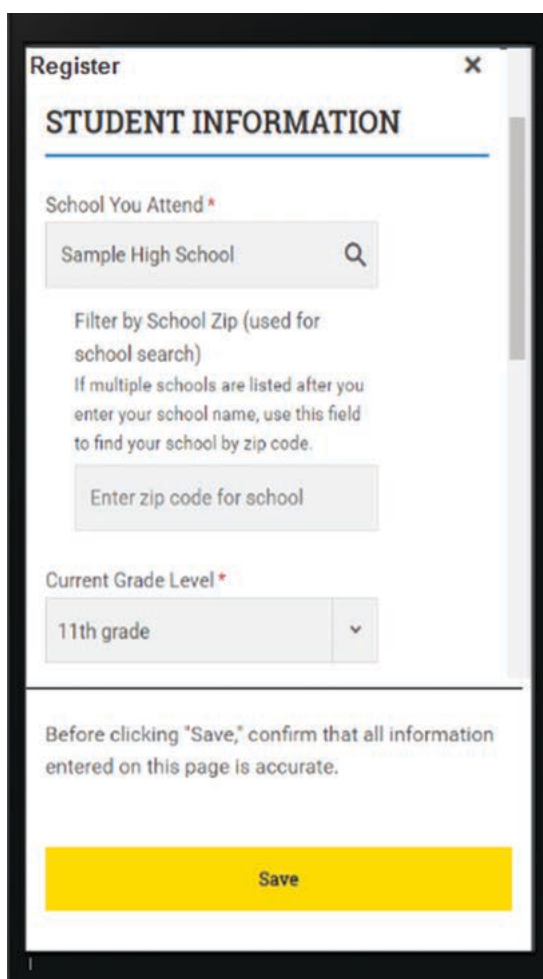


Registration Information

When a student signs in and enters a join code for the first time, they'll be prompted to provide registration information. Students should be sure that this information is accurate. For some fields, students have the option to select **do not wish to respond**.

Students may have questions about a few fields.

- **School You Attend and Filter by School Zip Code:** Students only need to enter a zip code if their school name isn't already listed and they can't find it by searching by school name. This could be the case if there are multiple schools with the same name. In this case, students can use the school's zip code to find the correct school. Students may need a reminder about their school's zip code.
 - If a student is homeschooled and can't locate their school through the school name or zip code search fields, they can select "I can't find my school."
- **Parental Level of Education:** If a student isn't sure of their parents' level of education, advise them that it's OK to select "Do not wish to respond."
- **Mobile Phone Number:** If a student has a non-U.S. phone number longer than 10 digits, they shouldn't enter that phone number here.



The screenshot shows a mobile registration form titled "Register" with a close button (X) in the top right corner. The main heading is "STUDENT INFORMATION". Below this, there are two main sections. The first section is "School You Attend *", which includes a search input field containing "Sample High School" and a magnifying glass icon. Below the search field is a sub-section titled "Filter by School Zip (used for school search)" with explanatory text: "If multiple schools are listed after you enter your school name, use this field to find your school by zip code." and an input field labeled "Enter zip code for school". The second section is "Current Grade Level *", which features a dropdown menu currently set to "11th grade". At the bottom of the form, there is a confirmation message: "Before clicking 'Save,' confirm that all information entered on this page is accurate." and a prominent yellow "Save" button.

Indicating Free Score Report Recipient

Starting this year, students will indicate the college or university they want to receive their free score report **only** through My AP. Students no longer indicate this information on their answer sheets.

The deadline for students to indicate or change their free score report recipient through My AP is **June 20, 2020**.

Indicating Exam Registration (for Advanced Student Exam Decision Indicator Setting Only)

If you've selected the **advanced student exam decision indicator setting** (see pages 59–60), advise AP teachers and students that students need to indicate their exam registration through My AP. 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 final ordering deadline in the exam roster. (See page 58.)

If you have selected the advanced exam decision indicator setting:

- The exam registration deadline will be displayed at the top of the student's My AP page. Coordinators or teachers should remind students of this deadline.
- In **My AP**, the student clicks "Register for Exam" for **each** class section they're enrolled in.
- From the next screen, 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 is the school where they plan to take the exam; if it's not, they should contact you.

The screenshot on the next page is just an example. The deadline shown below the yellow Register for Exam button will be the date you set as the student decision deadline when you select the advanced decision indicator setting. (See pages 58–60.)

Once the student has registered for the exam, the name of the school where the student will be taking the exam is listed.

AP Central | My AP | About AP | AP Courses & Exams | AP Scores | Professional Development | AP Coordinators

Welcome, Monique! | Sample High School, 11th Grade | My AP Profile →

Week at a glance | At a Glance | Full Timeline

Nov 4 – 10

- AP World History: 3 assignments due
- AP United States History: 1 assignment due, 1 overdue assignment
- Exam Registration Deadline: Nov 8

AP Classroom | Courses & Assignments

AP World History | Course & Exam Page → | AP Classroom →

Period 2 with Miguel Mitchell | 8 new results to view | 4 assignments to complete | 2 assignments to score

Assignments	Start	Due
Unit 2: Progress Check: MCQ 1	11/02	11/04
Mr. Miguel Quiz on the Diaspora	11/10	11/11
Unit 3: Progress Check: FRQ	open	
Unit 3: Progress Check: MCQ 2	11/05	11/05
Mr. Miguel Quiz on Transatlantic Globalization	11/06	11/09

Full Assignment List →

Register for Exam | Deadline: Nov. 8, 2019

Register for Exam ×

You are registered to take the AP Biology exam in May 2020, given by Sample High School.

Confirm Registration
 No, I wish to remove myself from taking this AP exam

Cancel | Confirm

Accessing AP Classroom Assignments

If the AP teacher has assigned materials from AP Classroom, on the student's **My AP** homepage there will be a list of current assignments shown for each class section the student is enrolled in. Students click the appropriate assignment name to access the materials.

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

The screenshot displays the AP Classroom interface. At the top, it says 'Welcome, Monique!' and 'Sample High School, 11th Grade'. The 'Week at a glance' section for Nov 4-10 lists:

- AP World History: 3 assignments due
- AP United States History: 1 assignment due, 1 overdue assignment
- Exam Registration Deadline: Nov 8

 The 'AP Classroom' section is for AP World History. It shows 'Period 2 with Miguel Mitchell' with 8 new results to view, 4 assignments to complete, and 2 assignments to score. A table of assignments is shown below:

Assignments	Start	Due
Unit 2: Progress Check: MCQ 1	11/02	11/04
Mr. Miguel Quiz on the Diaspora	11/10	11/11
Unit 3: Progress Check: FRQ	open	
Unit 3: Progress Check: MCQ 2	11/05	11/05
Mr. Miguel Quiz on Transatlantic Globalization	11/06	11/09

 A 'Register for Exam' button is visible with a 'Deadline: Nov 8, 2019'.

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. Students enrolled in exam only sections don't have access to AP Classroom assignments.

AP TEACHERS

Helping Students Join Your AP Class Section

At the start of the 2019-20 school year, all AP[®] students must take five minutes to join your class section online.

Before classes start

Find the join code for each of your class sections.

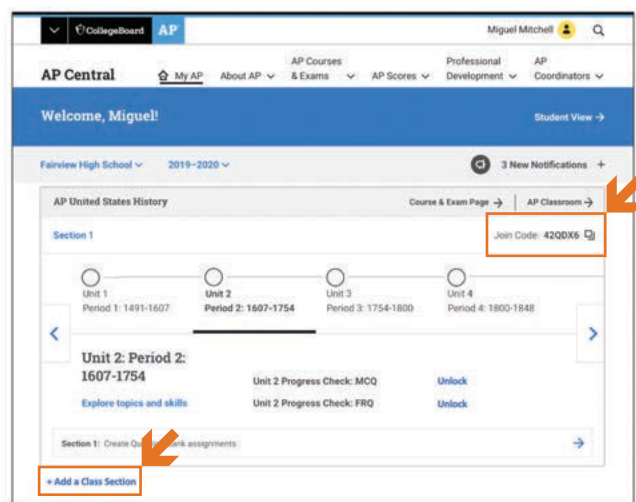
1 SIGN IN

Sign in to myap.collegeboard.org using your College Board professional login. This is the same login you use to access the course audit, online teacher community, and online score reporting.



2 GET JOIN CODE(S)

The join code your students will need to join your class section appears next to each of your classes. If you don't see your section when you sign in, create it by clicking "Add a Class Section."



On the first day of class

- Copy and distribute the "join code" assignment for all students.

-  Download the assignment, Joining Your AP Class Section, at collegeboard.org/joinapclass.

- Post the join code for your class section on the board or distribute it to students. Students should write the join code on their assignment. Review the assignment together. Tell students to sign in and join your class section before the next class.

On the second day of class

- Sign in to My AP, click your class section name, and check your class roster to see which students still need to join.
- If any students are not on your class roster, take a few minutes to have them sign in with their College Board account and join your class section. If any students can't sign in and are unable to recover their username and password, they'll be able to create an AP 2019-20 interim account that allows them to access classroom resources and register for exams.
- Begin using AP Classroom resources with students!

Write your join codes here:

Course _____	
Section _____	Code _____
Section _____	Code _____
Section _____	Code _____
Course _____	
Section _____	Code _____
Section _____	Code _____
Section _____	Code _____

A new model for checking student understanding: available August 1, 2019

Adding AP **Topic Questions** and **Personal Progress Checks** to your assignments gives you and your students real-time data to help you address common misunderstandings.

WHEN TEACHING A SPECIFIC TOPIC:

Check student understanding with Topic Questions. Assign the Topic Questions (three for each topic) as part of homework or have students answer them in class using AP Classroom. Students can access these questions on mobile devices or computers.

Use student and class results to focus instruction. Review class results on Topic Questions to reveal misunderstandings and target content and skills to emphasize during your lesson on that topic.

WHEN YOU COMPLETE A UNIT:

Unlock and assign the Personal Progress Check. Progress Checks consist of multiple-choice and free-response sections that will help students see the progress they're making toward mastering course content and skills for each unit.

Use student and class reports to prioritize additional practice. Share reports with students so they can understand their personal strengths and improvement areas. You'll be able to use student and class reports to identify common strengths, weaknesses, and related questions, if you'd like to assign additional practice.

The screenshot displays the AP Classroom interface for the AP Program (U.S. Government and Politics). The top navigation bar includes 'AP Classroom', 'Help', and 'Stan Lee'. Below the navigation bar, the 'Class Progress' section shows 'Period 1' with 'Unit 1 Progress Check: MCQ' and 'Unit 1 Progress Check: FRQ'. The 'Latest Results' section shows 'Results will appear here' for both checks. The 'Assignments in Progress' section shows 'You have no assignments in progress'. The 'Actions' section has two 'Unlock / Schedule' buttons, with an orange arrow pointing to the top right corner of the interface. The 'Units' section shows 'Foundations of American Democracy' with 'Unit 1' selected. The 'Topics' section lists 'Ideals of Democracy', 'Types of Democracy', and 'Government Power and Individual Rights'. The 'Practices & Skills' section lists '1.D', '4.A', and '1.B'. The 'Topic Questions' section has three 'Topic Questions' buttons, with an orange arrow pointing to the top right corner of the interface.

Remember: These questions are formative and should not be used to assign letter grades. They're designed to help reveal gaps in knowledge and skills that can be addressed through additional instruction and practice.

AP STUDENTS

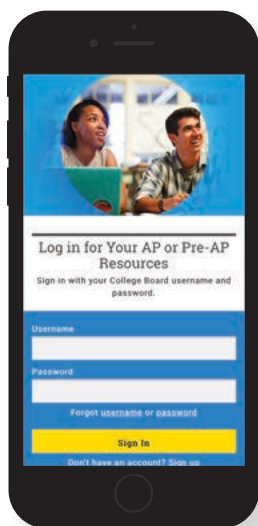
Joining Your AP Class Section

Use a phone, tablet, or computer to join your AP[®] courses online, so you can get feedback on your progress and register for AP Exams.

Write your join codes here:

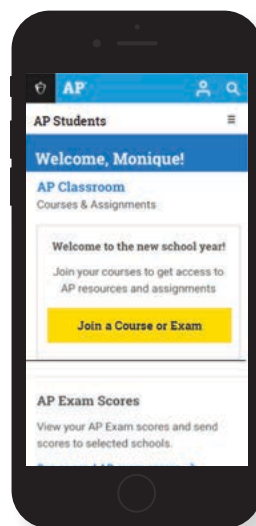
Course _____ Course _____ Course _____ Course _____

Code _ _ _ _ _ Code _ _ _ _ _ Code _ _ _ _ _ Code _ _ _ _ _



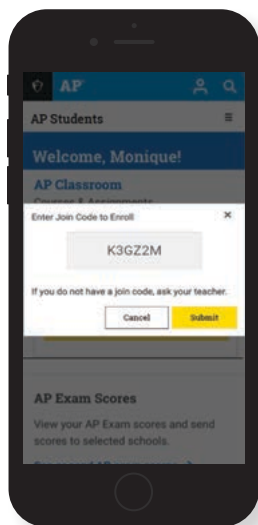
1 SIGN IN

Sign in to myap.collegeboard.org using your College Board student account login. This is the same login you use to access your AP scores, PSAT/NMSQT[®] scores, or register for the SAT[®]. If you don't have a student account, click the [Sign up](#) link.



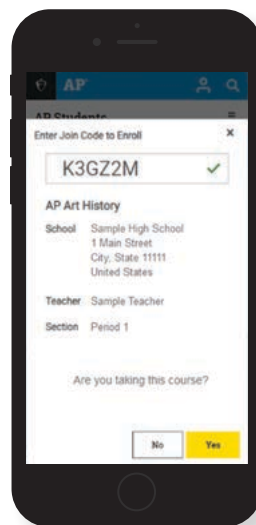
2 JOIN A COURSE

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



3 SUBMIT YOUR JOIN CODE

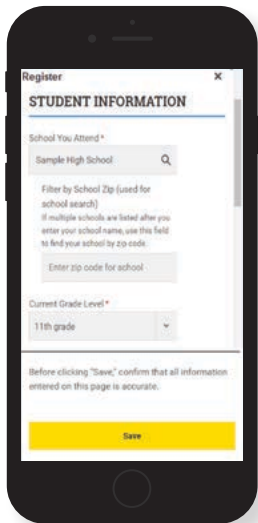
Enter the join code your teacher gave you and click **Submit**.



4 VERIFY COURSE INFORMATION

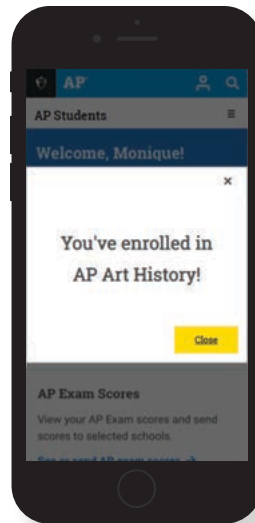
Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.

(continued on other side)



5 FILL OUT REGISTRATION INFORMATION

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



6 CONGRATULATIONS!

You're enrolled in your AP course.

College Board Account Tips

You need a College Board account to join your AP class section, receive AP assignments from your teacher, and register for AP Exams. If you don't already have an account, please sign up at collegeboard.org/register. Your parents shouldn't create an account for you. Keep your account information in a safe place only you can access.

DO YOU ALREADY HAVE AN ACCOUNT?

All College Board programs are connected through one account, so if you created one for AP, PSAT/NMSQT, SAT, or College Board Opportunity Scholarships, you're all set. You'll just need your username and password to sign in.

IF YOU HAVE TROUBLE SIGNING IN TO YOUR ACCOUNT

- If you can't remember your username or password, follow the "Forgot username or password?" links at myap.collegeboard.org to reset them.
- If a family member set up your account, ask them for the login information. You may want them to sit with you while you sign in.
- If you can't remember the answers to your security questions, see if a family member has them.

If you followed all the steps to get your username or password and still can't access your account, you'll be able to create an AP 2019-20 interim account.

Appendix: Managing Fee Collection

Practical Guidance from AP Coordinators

Over 800 schools successfully transitioned to the new AP processes, systems, and deadlines in 2018-19, as part of an early implementation program. We interviewed AP coordinators from those schools to understand how they managed their programs in a year of change, with a specific focus on course and exam registration, ordering, and payment collection and reconciliation. On the following pages, you'll find guidance and advice from four of those coordinators. We hope this provides you with ideas and a starting point for your own program this year.

Common themes emerge across all four scenarios, such as the importance of early communication, but each AP coordinator's specific practices and tools provide individual insights. The four stories are organized by the timing of when the coordinators chose to collect exam fees for their school, as that can vary by school, district, state, and other factors.

AP Coordinator	Fee Collection Timing	Description
Casie Wexler	Exam fees collected in the fall	Required students to take the exam if enrolled in the AP course and used a student contract and information session to get information out early; specified an October 31 student payment deadline to make sure she could order exams by November 15.
Lou Ann Brandstetter	Exam fees collected in the fall	Developed a process to manage registration and fee collection before the start of school, aligned with students arriving and getting their student ID cards.
Wendy Cain	Deposit collected in the fall	Collected a deposit from students in the fall, and the balance in the spring, because the amount of state funding for exam fees was not finalized until December.
Jane Bohn	Exam fees collected in the spring	Collected exam fees in the spring, because she has a specific grant allocating funds based on the final number of test-takers, which means she doesn't know the actual amount owed by the student until later in the year.

Starting in late June, go to collegeboard.org/ap-fee-collection for more information, including samples of resources developed by each of these coordinators.

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PAYMENT COLLECTION PROCESS

Exam Fees Collected in the Fall

How She Did It

AP COURSE SIGN-UP

- Students in AP courses at Casie's school are required to take the exam. In spring 2018 she held an information session for students and parents where she distributed a student contract and discussed the changes coming to AP.
- In August, Casie emailed AP students and parents about the upcoming process changes. She had a follow-up meeting in September.
- Students had until October 15, 2018, to drop AP classes. (In 2019-20, Casie is moving the drop deadline to October 1, so she can submit her exam order by the October 4 preferred ordering deadline.)

EXAM ORDER RECONCILIATION AND PAYMENT TRACKING

From September to November 2018, Casie used the following tools and processes to confirm her exam roster:

1. She set up AP Exams in her school's payment processing vendor, RevTrak. Students had until October 31 to remit AP Exam fees.
2. Students submitted exam payments in RevTrak. With each payment, Casie received a confirmation email from RevTrak.
3. Casie's colleague updated student records in the class rosters with payments.
4. On a regular basis, Casie exported her class roster to Google Sheets and compared it to the student roster downloaded from AP Registration and Ordering.
5. She met with fellow counselors to review class rosters and reconcile her exam order.
6. Casie submitted her final exam order by the November 15 ordering deadline.

OBSERVATIONS AND ADVICE

- Casie recommends that students access the system and join their AP class section while in school, as this was the most successful approach.
- Because students need to use their College Board accounts to sign in to My AP, she recommends getting login issues resolved before school starts.
- Early communication with students and parents was key in helping them understand the new ordering deadlines and fees.



Casie Wexler

AP coordinator and guidance counselor at Egg Harbor Township High School in New Jersey

Her AP program has **25+** classes, **450+** students, **1,000+** exams

2018-19 school start date:
Sept. 6, 2018

At a Glance



Casie collected exam fees before placing her school's exam order in the fall.



She used Google Sheets to reconcile exam registrations with class rosters and exam payment, and used RevTrak to collect exam fees from students.



Resources:
Reconciliation worksheet
Email template

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PAYMENT COLLECTION PROCESS

Exam Fees Collected in the Fall

How She Did It

AP COURSE SIGN-UP

- Lou Ann communicated with parents and students over the summer via email or text message about AP Exam registration and payment deadlines.
- At the start of the school year, Lou Ann visited AP classes to explain the timeline for registering and paying for AP Exams.
- Students enrolled in class sections in My AP during the first two weeks of the semester. (And in 2019-20, Lou Ann plans to have students enroll even sooner.)
- Lou Ann decided to use the advanced student exam decision indicator setting. Students had until November 1 to register for AP Exams.

EXAM ORDER RECONCILIATION AND PAYMENT TRACKING

From August to November 2018, Lou Ann followed this process to confirm her exam roster and collect payment:

1. After students enrolled in class sections, Lou Ann downloaded the student roster from AP Registration and Ordering.
2. Most students paid for their exams when they initially arrived at school. (In 2019-20, Lou Ann plans to collect payment from students at the same time they enroll in class sections.)
3. She downloaded the roster on a regular basis and compared the list to her SIS for students in classes.
4. Students had to register for their AP Exams by November 1, and their final deadline to provide payment was November 8.
5. Lou Ann worked with her school's business office to reconcile student payments.
6. Lou Ann submitted her school's AP Exam order by the November 15 ordering deadline.

OBSERVATIONS AND ADVICE

- Lou Ann felt she was better able to accurately track student information using the student roster downloaded from AP Registration and Ordering. She felt confident using the downloaded roster.
- Lou Ann advises schools to leave at least two weeks before the exam ordering deadline to reconcile students' exam registrations and payment.



Lou Ann Brandstetter

AP coordinator at Waterford Union High School in Wisconsin

Her AP program has **15+** classes, **600+** enrollments, and **550+** exams

2018-19 school start date:
Sept. 4, 2018

At a Glance



Students had to finalize their exam registration by November 1, and provide payment by November 8. Most students provided payment at the start of the school year.



She used PowerSchool to collect payment and worked closely with her school's business office to reconcile exam registrations against fee collection.



Resources:
Email templates

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PAYMENT COLLECTION PROCESS

Deposit Collected in the Fall

How She Did It

AP COURSE SIGN-UP

- AP students at Wendy's school are required to take the exams. Students signed a school contract.
- Students enrolled in their class sections at the beginning of the school year during in-class sessions. Students can make changes to their enrollment during the first three weeks of school.
- January was the school's window for second semester changes.

EXAM ORDER RECONCILIATION AND PAYMENT TRACKING

From August 2018 to January 2019, Wendy followed this process to confirm her exam roster and collect payment:

- After students enrolled in class sections, Wendy downloaded the AP Registration and Ordering student roster. She compared the roster against the student information from InfiniteCampus (the SIS).
- Within the first three weeks of school, Wendy collected a deposit from all AP students using APTS.
- Wendy submitted her initial exam order by October 4.
- In December, Texas published its subsidy policy for 2019 AP Exams and Wendy verified students' fee reduction status.
- In January, students identified second semester course changes; Wendy began collecting the balance of exam payment from students using APTS.
- The deadline for students to submit the balance of their exam payment was March 8, the week before the school's spring break.

OBSERVATIONS AND ADVICE

- Cost and ease of use were major factors in selecting APTS to assist with AP payment collection at Wendy's school.
- Wendy waited to collect the balance of exam payment from students until after her state had published its subsidy policy for students eligible for a fee reduction.



Wendy Cain

AP coordinator and counselor at Princeton High School in Texas

Her AP program has **8** classes, **150** enrollments, and **150** exams

2018-19 school start date: Aug. 16, 2018

At a Glance



In August 2018, Wendy collected an exam fee deposit from AP students using APTS.



In December 2018, Texas published its subsidy policy for students eligible for a fee reduction.

She collected exam fee balances from students starting in January, using APTS.



Resources:
Email templates

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PAYMENT COLLECTION PROCESS

Exam Fees Collected in the Spring

How She Did It

AP COURSE SIGN-UP

- Before the school year started, Jane created class sections in AP Registration and Ordering. She decided to use the advanced student exam decision indicator setting, and she set the student decision deadline as November 1.
- At the start of the school year, Jane told AP teachers the exam registration deadline. She provided an informational handout for parents.
- Students enrolled in class sections in September.

EXAM ORDER RECONCILIATION AND PAYMENT TRACKING

From August to November 2018, Jane followed this process to confirm her exam roster:

1. After students enrolled in class sections, Jane downloaded the student roster from AP Registration and Ordering.
2. She compared the student roster to her school's list of class registers and grants.
3. Students indicated their exam registration in My AP by November 1.
4. Jane submitted her school's AP Exam order by the November 15 ordering deadline.

In January 2019:

5. Jane reconciled how many students were taking 2019 AP Exams, and confirmed grant money allocation.

In February 2019:

6. She collected payment from students.

OBSERVATIONS AND ADVICE

- Being able to download the student roster from AP Registration and Ordering helped Jane cut down on her overall paperwork—she didn't need to juggle multiple student forms.
- By setting her student decision deadline at November 1, Jane had two weeks to review and finalize her exam order before submitting it by the November 15 ordering deadline.



Jane Bohn

AP coordinator and director of counseling at Affton High School in Missouri

Her AP program has **10+** classes, **300+** enrollments, and **350+** exams

2018-19 school start date:
Aug. 15, 2018

At a Glance



Because grant money allocation is based on how many students take an AP Exam, Jane submitted her school's AP Exam order in the fall and collected students' exam fees in the spring. She didn't collect a deposit from students.



She collected cash or check payments from students and used the student roster downloaded from AP Registration and Ordering to reconcile with school class registers.



Resources:

Reconciliation worksheet
Parent handout template

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2020 AP Late-Testing Schedule

This schedule has space to write the number of exams you give in each subject. You may photocopy this schedule and distribute it to your proctors and teachers.

	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Wednesday, May 20, 2020	English Language and Composition	Chemistry	
	European History	Computer Science A	
	Microeconomics	Japanese Language and Culture	
	Physics C: Mechanics	Latin	
	Psychology	Music Theory	
	Statistics	Physics C: Electricity and Magnetism	
Thursday, May 21, 2020	Biology	Art History	
	Computer Science Principles	Chinese Language and Culture	
	Environmental Science	French Language and Culture	
	Physics 1: Algebra-Based	Italian Language and Culture	
	United States History	Physics 2: Algebra-Based	
	World History: Modern		
Friday, May 22, 2020	Calculus AB	Comparative Government and Politics	
	Calculus BC	German Language and Culture	
	English Literature and Composition	Macroeconomics	
	Human Geography	Spanish Language and Culture	
	Seminar	Spanish Literature and Culture	
	United States Government and Politics		

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time.
- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2020.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit all performance tasks as final by 11:59 p.m. ET on April 30, 2020.

2020 AP[®] Exam Schedule

This 2020 exam schedule has space to write the number of exams you give in each subject. You may photocopy this schedule and distribute it to your proctors and teachers.

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	Afternoon 2 p.m. Local Time
Monday, May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 5, 2020	Calculus AB	German Language and Culture	
	Calculus BC	Human Geography	
Wednesday, May 6, 2020	English Literature and Composition	European History	
		Physics 2: Algebra-Based	
Thursday, May 7, 2020	Chemistry	Japanese Language and Culture	
	Spanish Literature and Culture	Physics 1: Algebra-Based	
Friday, May 8, 2020	United States History	Art History	
		Computer Science A	
<p>ART AND DESIGN—AP 2-D Art and Design, 3-D Art and Design, and Drawing: Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital Art and Design portfolios to coordinators before this date.</p>			
Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Monday, May 11, 2020	Biology	Chinese Language and Culture	
		Environmental Science	
Tuesday, May 12, 2020	Seminar	Latin	
	Spanish Language and Culture	Psychology	
Wednesday, May 13, 2020	English Language and Composition	Microeconomics	
		Music Theory	
Thursday, May 14, 2020	Comparative Government and Politics	Italian Language and Culture	
	World History: Modern	Macroeconomics	
Friday, May 15, 2020	Computer Science Principles	Statistics	
	French Language and Culture		

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2020.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit all performance tasks as final by 11:59 p.m. ET on April 30, 2020.

