



2025-26 AP[®] Coordinator's Manual

Part 1

INCLUDES:

- 2026 AP Exam schedule
- Exam ordering policies and deadlines
- Instructions about exam registration and ordering



About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at [cb.org](https://collegeboard.org).

Enrolling Students: Access, Opportunity, and Readiness

The AP Program welcomes all students willing to challenge themselves with college-level coursework and career preparation. We strongly encourage educators to invite students into AP classes, including students from ethnic, racial, socioeconomic, geographic, or other groups not broadly participating in a school's AP program. We believe that readiness for AP is attainable, and that educators can expand readiness by opening access to Pre-AP course work. We commit to support educators and communities in their efforts to make AP courses widely available, advancing students in their plans for college and careers.

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For urgent matters, educators and students should call the appropriate AP Services number. Don't send time-sensitive issues by contact form.

AP Services for Educators

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

Live Chat:

Go to AP Central. The Live Chat button on the screen will be active when a direct connection to an AP Services for Educators representative is available during College Board business hours.

Contact Form: [cb.org/apeducatorcontact](https://collegeboard.org/apeducatorcontact)

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780

Live Chat available on AP Students website

Contact Form: [cb.org/apstudentcontact](https://collegeboard.org/apstudentcontact)

College Board Services for Students with Disabilities

844-255-7728 (toll free in the United States and Canada)
212-713-8333

Email: ssd@info.collegeboard.org

Contact Form: [Accommodations Inquiry](https://collegeboard.org/accommodationsinquiry)

Website: [accommodations.collegeboard.org/contact-us](https://collegeboard.org/accommodations.collegeboard.org/contact-us)

College Board Test Security

If you discover or suspect test security issues, please report this at: collegeboard.org/reportcheating

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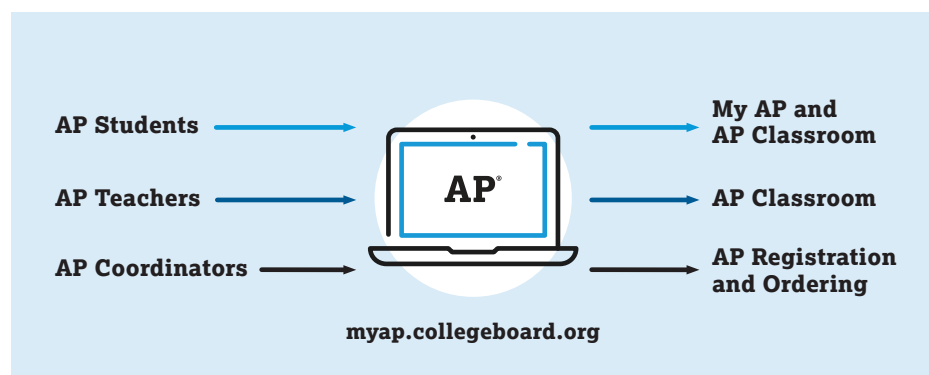
AP Processes and Resources

The AP 2025-26 school year runs from the opening of AP Classroom on July 1 and AP Registration and Ordering on August 1, through the exam administration in May and score reporting in July. Schools order exams by ordering deadlines in November (for exams for first-semester or full-year AP courses) and March (for exams for any courses that begin after the November ordering deadline). This year's ordering deadlines are November 14, 2025 (11:59 p.m. ET) and March 13, 2026 (11:59 p.m. ET). Schools administer exams in May.

Schools are responsible for collecting exam payment from students using their own payment collection method; schools send payment to College Board by the June 15 exam payment deadline.

AP® Exam registration takes place in the fall (August - November). At schools that offer AP courses, students enroll in their class sections online, beginning on August 1, teachers can begin assigning instructional resources to them through AP Classroom, and students can be registered for their AP Exams. Students who are only taking the exam at a school will enroll in sections called exam only sections.

At the beginning of the school year, all AP coordinators, teachers, and students go to myap.collegeboard.org. After signing in, they'll arrive at their personalized homepage, which has specific AP information, resources, and tools. From their homepage, AP coordinators can access **AP Registration and Ordering** and **AP Classroom**, and AP teachers can access **AP Classroom**.

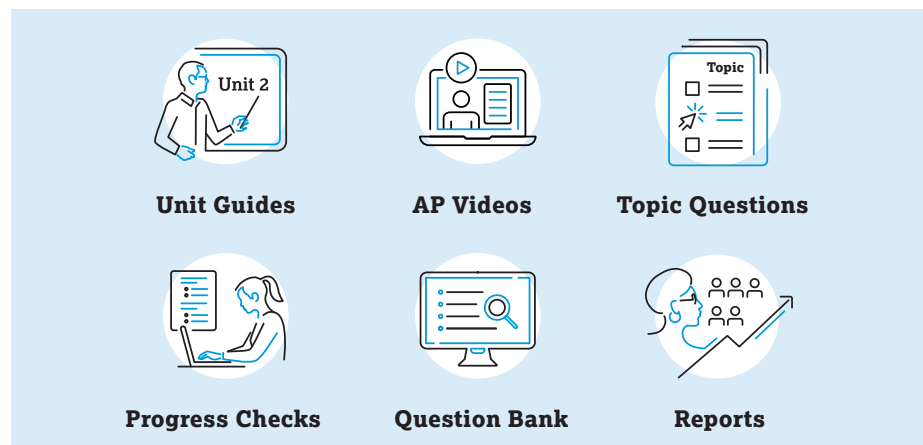


For AP Coordinators

AP coordinators use **AP Registration and Ordering**, which they access from their homepage, to organize student exam registrations and manage and submit the AP Exam order. The AP Registration and Ordering access code for the current school year is emailed to AP coordinators and principals on August 1. AP coordinators use this code to verify their access for the year. The deadline for AP coordinators to submit exam orders is **November 14, 2025, 11:59 p.m. ET**. See the [AP Exam Ordering Deadlines, Fees, and Policies](#) and the [How to Use AP Registration and Ordering](#) sections of this manual for details.

For AP Teachers

Teachers use **AP Classroom** to access and assign free instructional resources. See the [Resources and Tools for AP Teachers and Students](#) section of this manual for details.



Unit Guides outline all required course content and skills covered on the AP Exam, organized into commonly taught units. Each unit guide suggests a sequencing and pacing of content, scaffolds skill instruction across units, and provides tips on taking the exam.

The **AP Videos** are a series of on-demand, short videos that cover selected content and skills from the AP Course and Exam Description and are available in AP Classroom for students to watch anytime, anywhere.

Topic Questions are formative assessment questions that help teachers check understanding as they teach each topic (or skill, task model, or required reading, depending on the structure of the AP course). They include rationales to explain correct and incorrect answers to students.

Progress Checks are unit-based formative assessments that provide feedback on student progress with course content and skills as they complete each unit throughout the year. Teachers also have the flexibility to include Progress Check questions in quizzes they assemble from the Question Bank.

The **Question Bank** is a searchable library of all AP questions that teachers use to build customized practice for their students. Teachers can create and assign assessments with formative topic questions or questions from official practice or released AP Exams.

The **Reports** section of AP Classroom provides teachers with a one-stop shop for student performance on all assignment types, including Progress Checks, and by specific course components. From this section, teachers can also auto-generate practice quizzes based on student performance to provide students with additional preparation and support.

NOTE: Resources available on AP Classroom differ by course, based on the structure of the course and its exam format.

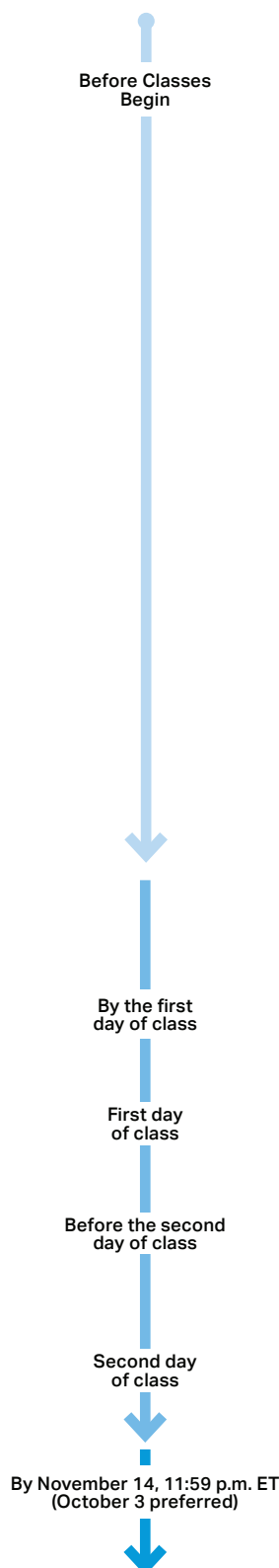
For AP Students

Students sign in to **My AP** to access AP Classroom and to register for exams. At the beginning of the school year (or semester, for second-semester courses), each student joins the class sections online for the AP courses or exams they're taking. Students get performance feedback on completed quizzes and assessments assigned by their teachers. Topic Questions and Progress Checks also include rationales or scoring guidelines. They can also learn more about course content and skills by watching AP videos anytime, anywhere; and they can review their cumulative performance by course components—such as unit, topic, and skill—as they progress through their course through the Content & Skills Performance Report.

See the [Resources and Tools for AP Teachers and Students](#) section of this manual for details.

Setup, Enrollment, and Ordering

Schools complete four steps to access AP Classroom resources and register students for AP Exams. See the [How to Use AP Registration and Ordering](#) section of this manual for details about these steps, as well as details for schools that only administer exams or schools that don't administer exams at all.



1. Access AP Registration and Ordering and AP Classroom

Teachers	access AP Classroom for the new school year beginning July 1 and can begin setting up class sections and accessing resources for their AP Course Audit–approved courses, if applicable. If teaching a new AP course, teachers submit the AP Course Audit form for AP Course Audit administrator approval.
AP Coordinators and Principals	receive the access code by email on August 1. (If you and your principal can't locate the access code, check with your principal or call AP Services to have the code sent to your principal.)
AP Coordinator	signs in to myap.collegeboard.org using their College Board login information and enters the access code for AP Registration and Ordering. You'll receive a new access code each year.
AP Coordinator	completes the initial setup steps in AP Registration and Ordering and electronically signs the AP Participation Form.
AP Coordinator	makes sure new AP teachers have added their courses in the AP Course Audit and had their completed course audit forms approved by the school's AP Course Audit administrator. (Skip if your school doesn't offer any courses.)

2. Creating AP Class Sections and Exam Only Sections

AP Coordinator	creates any remaining necessary class sections for AP classes at their school (and exam only sections, if applicable).
AP Coordinator	reminds teachers that class sections and join codes are available. (Skip if your school doesn't offer any courses.)

3. Helping Students Enroll in Their AP Class Sections

Teachers	sign in to myap.collegeboard.org using their College Board login information and get the unique join code for each class section they teach. AP coordinators can get the join code as well.
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 . AP coordinators can share the join code as well.
Students	sign in to myap.collegeboard.org and enroll in their AP class sections or exam only sections beginning August 1, using the unique join code for each. Students who don't already have a College Board account should create one.
Teachers	begin using AP Classroom resources with their students.

4. Ordering AP Exams

AP Coordinator	organizes the exam roster and submits the exam order by the November 14 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 13, 2026, 11:59 p.m. ET.)
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AP Exam Ordering Dates

The following are the key dates related to exam ordering. For information about all important dates and deadlines, see the [2025-26 AP Coordinator Planning Calendar](#) in this manual.

AUG
1

Beginning August 1, 2025:

Access myap.collegeboard.org, and electronically sign the AP Participation Form.

- AP coordinator receives AP Registration and Ordering access code; completes initial setup and completes the AP Participation Form online. (See pages [43–54](#).)
- AP coordinator creates class sections in myap.collegeboard.org. (See pages [60–66](#))
- Students sign in to My AP and enroll in class sections. (See pages [69](#), [112](#).)
- Teachers and students begin using AP Classroom resources. (See pages [110–111](#), [117](#).)

OCT
3

By October 3, 2025:

Preferred ordering deadline

- Recommended deadline for the AP coordinator to submit the exam order. New exams can be added, and changes to your order may be submitted without additional fees until November 14, 11:59 p.m. ET.

NOV
14

By November 14, 2025, 11:59 p.m. ET:

- **Deadline for the AP coordinator to submit the exam order.** No payment is due until June 15, 2026.
- Each exam ordered after this date (and until March 13, 2026, 11:59 p.m. ET) will incur an additional \$40 late order fee; some exceptions apply. (See pages [22–26](#).)
- Exams may be canceled after this date, but \$40 will be charged per exam; some exceptions apply. (See pages [22–26](#).)

MAR
13

By March 13, 2026, 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 14. (See page [22](#).)

Frequently Requested Information

Ordering Deadlines and Fees

- When do I need to submit my exam order? *Page 22*
- How do I order exams for courses that start after the November 14 final ordering deadline? *Page 33*
- How much do exams cost? *Page 23*
- What are the fee policies for late exam orders, unused/canceled exams, and late-testing exams? *Pages 24–26*
- When is payment due to College Board? *Page 27*

Accessing AP Registration and Ordering; Initial Setup

- How do I access and use AP Registration and Ordering? *Pages 43–100*
- How and when will I get my AP Registration and Ordering access code? *Pages 4, 43*
- How do I electronically sign the AP Participation Form? *Pages 51–54*
- What's the difference between the default and advanced settings for the student exam decision indicator? *Pages 56–59*

Class Sections and Join Codes

- What are class sections? What are exam only sections? How do I create them? *Pages 60–66*
- What steps do teachers need to take in AP Course Audit so that class sections can be created for them? *Pages 61–62*
- What are join codes? Can I download a list of the join codes for my school? *Pages 66–68*

Ordering Exams

- How do I organize and submit my exam order? *Pages 80–100*
- How do I order exams for students who are testing at my school but don't attend my school, i.e., homeschooled students and virtual school students? *Pages 36–38*
- What are the policies for late testing? How do I order exams for late testing? *Pages 31–32, 86–88*

Managing Student Enrollment

- How do students join class sections? *Pages 69, 112, 120–121*
- 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 36, 77–79*
- How do I get the transfer code for a class section for a student who has transferred to my school? *Pages 77–78*
- Does a student need to be transferred out of class sections at their previous school before I can give them the transfer code for class sections at my school? / Does a student need to be enrolled in class sections at their new school before I can transfer them out of sections at my school? *Pages 77–79*
- 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 AP Registration and Ordering? *Pages 76–77*

- 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 74–76](#)
- Can I search for specific students in the roster in AP Registration and Ordering? [Page 72](#)
- Can I download a list with all student information, including each student's AP ID? [Page 73](#)

Fee Reductions

- What are the fee reduction eligibility criteria? [Pages 27–30](#)
- My school has students who are eligible for College Board fee reductions. How do I indicate that? [Pages 27–28, 96](#)
- How do I get information about my state's AP Exam funding policy for 2026? [Page 30](#)

Accommodations

- How do I order exam for students with accommodations? [Pages 89–96](#)
- Can I order an exam if a student's accommodation request hasn't yet been approved by the College Board SSD office? [Pages 34–35](#)
- What's the difference between submitting accommodations requests and ordering the exams? [Pages 34–35](#)
- What special format materials can be ordered through AP Registration and Ordering? [Page 94](#)

Preparing Your School for the AP Year

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

Three guides are available to assist you:

- **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** (pp. 118–119), for AP teachers, has instructions for getting class join codes and ensuring that students have joined class sections.
- **Joining Your AP Class Section** (pp. 120–121), for AP students, is an assignment students receive from their AP teacher on the first day of class. It includes step-by-step instructions for joining their teacher's class section online.

Review this information, and plan how your school will ensure that all AP students enroll online when classes begin. These guides can be downloaded at cb.org/apresourceslibrary.

Important Information for 2025-26

2026 AP Exam Schedule

Review the exam schedule, which is on the back cover of this manual and also available at [cb.org/apexamdates](https://collegeboard.org/apexamdates).

2025–26 Deadlines

Please make note of these deadlines, which are different from last year:

- Preferred ordering deadline: October 3, 2025
 - Final ordering deadline: November 14, 2025
 - SSD Accommodations Request deadline: January 16, 2026
 - Spring course orders and fall order changes deadline: March 13, 2026
-

2026 AP Capstone Fee Update

NEW Beginning in 2025-26, the exam fee for AP Capstone™ courses (AP Seminar and AP Research) is the same as all other AP Exams: \$99 per exam at schools in the U.S., U.S. territories, and Canada, and all DoDEA schools; \$129 per exam at schools everywhere else. See page 23 for details about exam fees.

2025-26 Reference Information

NEW For May 2026, for digital and hybrid exams that have relevant reference information, such as equation sheets and reference tables, the reference information will be printed and mailed to schools, in addition to being available in Bluebook. Details will be in the *AP Coordinator's Manual, Part 2*, available in January.

2026 Desmos Calculator Updates

NEW All 2026 AP Exams that allow or require the use of calculators—including AP Statistics—will now have the appropriate built-in Desmos calculator in Bluebook. Depending on the exam, this may include graphing, scientific, and/or 4-function (basic). These Desmos updates will also be available in AP Classroom.

Note: The AP calculator policies about the types of calculators allowed and how they can and can't be used aren't changing. Review details at [cb.org/apcalculators](https://collegeboard.org/apcalculators).

2026 AP Latin Update

NEW Beginning in 2025-26, AP Latin will include two in-class checkpoint tasks as part of the course project. Teachers will enter students' checkpoint scores in the AP Digital Portfolio. More information can be found in the Subject-Specific Information section of this guide.

2026 Exams: How Are They Administered?

Like last year, the majority of 2026 AP Exams will be delivered digitally (fully digital or hybrid digital). For the digital AP Exams, students take the exam through the Bluebook™ digital testing application, which must be installed on devices before exam day. AP coordinators use Test Day Toolkit to prepare for testing and oversee exam day. Proctors use Test Day Toolkit to read the script, provide students with codes to access the exam, monitor testing, and dismiss students.

The remaining AP Exams will be administered through other modes of testing.

The following lists provide an overview of the exam mode by subject.

Fully Digital AP Exams in Bluebook

Students complete multiple-choice and free-response questions in Bluebook, with all responses automatically submitted at the end of the exam.

AP African American Studies	AP European History
AP Art History	AP Human Geography
AP Comparative Government and Politics	AP Latin
AP Computer Science A	AP Psychology
AP Computer Science Principles*	AP Seminar*
AP English Language and Composition	AP United States Government and Politics
AP English Literature and Composition	AP United States History
AP Environmental Science	AP World History: Modern

*For AP Computer Science Principles and AP Seminar, students complete a fully digital end-of-course exam in Bluebook, and also submit performance tasks through the AP Digital Portfolio for scoring.

Hybrid Digital AP Exams in Bluebook

Students complete multiple-choice questions and view free-response questions in Bluebook. They handwrite their free-response answers in paper exam booklets that are returned for scoring.

AP Biology	AP Physics 1: Algebra-Based
AP Calculus AB	AP Physics 2: Algebra-Based
AP Calculus BC	AP Physics C: Electricity and Magnetism
AP Chemistry	AP Physics C: Mechanics
AP Macroeconomics	AP Precalculus
AP Microeconomics	AP Statistics

AP Exams Not Delivered Through Bluebook

The following AP Exams aren't delivered through Bluebook. They have either audio components or consist solely of portfolio assessments. For more information about how each of these exams are administered or submitted, visit cb.org/apexamadmin-specialsubjects:

- **Art and Design** (AP 2-D Art and Design, AP 3-D Art and Design, and AP Drawing): Students submit all work (three portfolio components) for scoring through the AP Digital Portfolio.

- **AP Chinese and AP Japanese Language and Culture:** These exams are administered on school-owned and -controlled devices through a separate exam application (the AP Chinese and AP Japanese Exam app), not Bluebook.
- **AP French, German, Italian, and Spanish Language and Culture:** Students complete the multiple-choice and written free-response sections in paper exam booklets and record spoken free responses on a device supplied by the testing school. These exams require special equipment and materials, including CDs, equipment to play CDs, an approved recording method for the spoken free responses, and access to the DAS portal for submitting the recorded responses.
- **AP Music Theory:** Students complete the multiple-choice and written free-response sections in paper exam booklets, and record sight-singing free responses on a device supplied by the testing school. These exams require special equipment and materials, including CDs, equipment to play CDs, an approved recording method for the sight-singing free responses, and access to the DAS portal for submitting the recorded responses.
- **AP Research:** There's no end-of-course written exam for AP Research. Students are assessed on performance tasks based on a yearlong research project: an academic paper (submitted for scoring through the AP Digital Portfolio), a presentation, and an oral defense of research.
- **AP Spanish Literature and Culture:** Students complete the multiple-choice and free-response sections in paper exam booklets. These exams require equipment to play CDs.

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 both parts of the *2025-26 AP Coordinator's Manual*.

If a new AP coordinator takes over during the academic year or there's a new alternate coordinator, promptly update the coordinator information in the School Information section in AP Registration and Ordering. (See page 54 for details.)

The new AP coordinator must meet all AP coordinator eligibility requirements. The incoming AP coordinator will also need to create a College Board account, if they don't already have one. Additionally, the coordinator will need the AP Registration and Ordering access code, which they can ask their school's principal for or contact AP Services for Educators.

A conflict of interest may result in score cancellation. To avoid any conflict of interest, the AP coordinator **can not**:

- Be the AP coordinator in the year they're 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. Immediate family includes one's parents, siblings, children, grandparents, and spouse. This applies even if they don't reside in the same household. 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 unreleased content may never be discussed regardless of how the exam was delivered (e.g., fully digital, hybrid digital, or other).

Learning Opportunities and Resources for AP Coordinators

Bookmark and frequently visit cb.org/apcoordinatorexperience for information about the latest learning opportunities and resources available for AP coordinators.

- Choose Your Experience in the **2025-26 AP Coordinator: Back-to-School Workshop**. It's time for the annual Back-to-School Workshop! This year's workshop is tailored to support the needs of New and Experienced coordinators with two distinct experiences.
 - ♦ **New Coordinators.** This pathway is for New AP coordinators who want to learn about updates and resources for the upcoming school year, as well as an overview of the AP Program, the role of the AP coordinator, and the must-dos at the start of the school year. Engage with experienced colleagues and view live demonstrations in AP Registration and Ordering. Enjoy frequent opportunities to ask for guidance from those who have years of experience as AP coordinators.

- ♦ **Experienced Coordinators.** This pathway is for Experienced AP coordinators who are confident with the process and required actions from the start of the school year. Conversations focus on helpful resources and updates to AP policies and timelines for the upcoming school year. We collaboratively focus on how different schools set up and manage their AP programs, while sharing best practices and discussing a wide range of topics related to AP.
- ♦ **Register Now!** Online workshops launch in early July and continue through September. Plan on joining before your school year begins to set yourself up for success.
- **Coordinated Podcast.** AP coordinators, this is our podcast! Don't miss out. Follow the show. Listen in for the latest and greatest in the world of AP coordinators. Hosts Derek and Karli engage in lively, informative conversations with superstars and unsung heroes in education. There's new episodes every week, so be sure to catch up on everything **Coordinated** is talking about today! ([YouTube Playlist](#))
- **Chat with a Coordinator.** Join fellow AP coordinators for this popular series of real-time support. Each small group Zoom chat is led by experienced AP coordinators. Review best practices, collaborate with peers, and share lessons learned. Discussions in the spring often focus on preparation for and creating optimal testing experiences for students in May. As always, you drive the conversation. Come with questions or just join to hear what others are talking about. Attend as often as you'd like! [Register](#) for the live sessions.
- Participate in the **online AP Coordinator Community**. Using this forum, you can post questions, get answers, download resources, network, and interact with thousands of other AP coordinators. To register, visit cb.org/ap-coordinator-community.

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*. You'll receive the manual in two parts. This is Part 1 of the manual, available as a PDF. It will support you through the activities leading up to the November 14 final exam ordering deadline. Part 2, which will be sent to schools early in 2026, will cover exam administration and post-administration procedures.

Part 1

Topics included in this manual are:

- Exam ordering deadlines and policies.
- Exam fees.
- Fee reductions.
- Ordering late-testing exams.
- Ordering exams for students with testing accommodations.
- Ordering exams for homeschooled students, independent study students, students not from your school, or students taking courses through a virtual school.
- Subject-specific details (AP African American Studies, AP Art and Design, AP Computer Science Principles, AP Latin, AP Seminar, and AP Research) that impact class section setup, enrollment, and exam ordering.
- Initial setup in AP Registration and Ordering, 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.
- An overview of AP Classroom resources for AP teachers and students.

NEW This icon indicates there's information that is new or changed for the 2025-26 school year.

SSD This icon indicates there's information related to Services for Students with Disabilities.



This icon indicates additional instructions for using AP Registration and Ordering and other important reminders.



This icon indicates there's additional information on AP Central® about an exam administration task or topic for digital AP Exams.



This icon indicates information you can download from AP Registration and Ordering or AP Central.



This icon indicates there's an additional resource available on the AP Coordinator Experience YouTube channel.

Part 2

Topics included in the *AP Coordinator's Manual, Part 2* are:

- Ongoing exam order management.
- Preparing and ensuring readiness for all exams, including digital AP Exams.
- Exam security.
- Checking and storing exam materials.
- Proctor eligibility and preparing proctors.
- Preparing students for exam day.
- Exam administration procedures.
- Administration incidents.
- Post-exam activities.
- Returning exam materials.
- Accessing and paying your invoice.
- Score reporting services.

2025-26 AP Coordinator Planning Calendar

The following is an overview of the AP deadlines and milestones through the year. Review the checklists on the following pages for details.

July 1, 2025	AP Classroom opens for the 2025-26 school year.
August 1, 2025	AP coordinators and principals receive an email with the 2025-26 AP Registration and Ordering access code. Students can begin enrolling in class sections or exam only sections.
October 3, 2025	Preferred ordering deadline.
November 14, 2025 (11:59 p.m. ET)	Final ordering deadline.
January 16, 2026	Deadline for SSD coordinators to submit accommodations requests and supporting documentation if needed for AP Exams through SSD Online.
January 31, 2026	Final deadline 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 2025-26 courses. Learn more about the AP Course Audit.
March 1, 2026	AP Course Audit website begins accepting submissions for new courses offered in the 2026-27 school year.
March 13, 2026 (11:59 p.m. ET)	Spring course orders and fall order changes deadline.
April 30, 2026 (11:59 p.m. ET)	Deadline to indicate students' fee reduction status in AP Registration and Ordering.
April 30, 2026 (11:59 p.m. ET)	Deadline for AP Seminar, AP Research, and AP Computer Science Principles students to submit performance tasks as final in the AP Digital Portfolio.
May 4–8 and May 11–15, 2026	Regularly scheduled AP Exam administration.
May 5, 2026	Deadline for schools in U.S. Territories, Canada and elsewhere outside the United States to order late testing exams.
May 8, 2026 (8 p.m. ET)	Deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.
May 10, 2026 (11:59 p.m. ET)	Deadline for AP Capstone (Seminar and Research) teachers to score student presentation components of performance tasks and complete checkpoint affirmations in the AP Digital Portfolio.
May 15, 2026	Deadline to order late-testing exams in the United States.
May 18–22, 2026	Late-testing AP Exam administration.
May 31, 2026 (11:59 p.m. ET)	Deadline for AP African American Studies teachers to score student presentation component of the Individual Student Project in the AP Digital Portfolio.
May 31, 2026 (11:59 p.m. ET)	Deadline for AP Latin teachers to score student checkpoints in the AP Digital Portfolio.
June 1, 2026	Deadline for all exam materials to be received by AP Program. Schools are billed twice the fee for each exam in shipments received after this date.
June 15, 2026	Postmark deadline for exam payment to the AP Program.
June 15, 2026	Deadline to indicate intended use for large-volume rebate in AP Registration and Ordering.
June 20, 2026	Deadline for students to indicate or change the recipient of their free score report.

2025-26 AP Coordinator Checklist

The following checklists outline the steps an AP coordinator needs to complete before, during, and after the exam administration, including key deadlines.

Start of the School Year (August-December)

Take the following critical steps early in the school year and by no later than the **November 14 AP Exam ordering deadline**.

- ☐ **Complete setup in AP Registration and Ordering.** On August 1, principals and AP coordinators receive an email with the access code that the AP coordinator needs to log in to AP Registration and Ordering. Once logged in, AP coordinators need to complete initial setup, submit the AP Participation Form, and create class sections. These steps need to be completed to be able to order AP Exams. See [Setting Up AP Registration and Ordering](#) in this manual for details.
- ☐ **Submit the AP Participation Form:** The Participation Form will be available after the AP coordinator has completed initial setup. It must be completed and submitted to enable the AP coordinator to submit the exam order in November.
- ☐ **Create Class Sections or Exam Only Sections:** If your school offers AP courses, class sections must be created. If your school only administers AP Exams or you have any students who are only taking an AP Exam without taking the corresponding course, you must also create exam only sections. See [Creating AP Class Sections and Exam Only Sections](#) in this manual for details.
- ☐ **Ensure new AP teachers have completed AP Course Audit steps and that administrators know the AP Course Audit renewal deadlines:**
 - New teachers need to (1) add their course(s) in AP Course Audit; and (2) complete the AP Course Audit form and have the form approved by their school's AP Course Audit administrator. New AP teachers need to complete these steps before class sections can be created for their courses and to be able to access AP Classroom.
 - **October 15** is the preferred deadline for administrators to renew previously authorized courses for the 2025-26 school year. This ensures courses are included in the release of the AP Course Ledger on November 1. (Administrators should also correct any inaccuracies or omissions before the release date.)
- ☐ **Ensure students join class sections in My AP.** Students use the join code(s) they get from their AP teachers or the AP coordinator to join their class or exam only sections. Students should join sections by the next day after receiving the join code. See [Helping Students Enroll in their AP Class Sections](#) in this manual for details.
- ☐ **Complete the AP Participation Survey.** AP coordinators will be emailed a link to the AP Participation Survey, to be completed on behalf of their schools.
- ☐ **SSD Meet with the SSD coordinator.** Discuss the eligibility process and AP students who have approved or expected accommodations for AP Exams. You'll need this information to order special exam formats for approved students.
- ☐ **Submit 2026 AP Exam orders in AP Registration and Ordering by no later than November 14 (11:59 p.m. ET):**
 - **October 3: Preferred AP Exam Ordering Deadline.** It's recommended that student enrollments are completed and AP coordinators submit AP Exam orders by this date.
 - **November 14, 11:59 p.m. ET: Final ordering deadline for all full-year and fall-semester AP courses and all exam only sections.** Exam orders submitted after this date will incur an additional \$40 per exam late order fee, with some exceptions.

Early in your school year, it's also recommended you do the following:

- ☐ Join the [AP Coordinator Community](https://collegeboard.org/apcoordinatorexperience) and visit [cb.org/apcoordinatorexperience](https://collegeboard.org/apcoordinatorexperience) to review and register for available AP coordinator learning opportunities.
- ☐ Print or make copies of the 2026 AP Exam schedule and distribute to teachers and administrators. Confirm that the exam dates are noted on the school calendar, and check for any known conflicts (academic and/or athletic) to identify which students may need late-testing exams. For the 2026 AP Exam schedule, go to [cb.org/apexamdates](https://collegeboard.org/apexamdates).
- ☐ Review 2025-26 processes with your principal, AP teachers, and AP students.
- ☐ Share AP Exam information, including exam ordering deadlines and fees, with students and parents at AP information sessions.
- ☐ Make a plan for how and when fees will be collected this year, if applicable. The deadline for exam payments to College Board is **June 15, 2026**.
- ☐ Determine when information will be available to identify students who are eligible for College Board fee reductions. You'll need to indicate eligible students for College Board AP Exam fee reductions in AP Registration and Ordering by **April 30, 2026**.
- ☐ Confirm your school's policy for allowing students who don't attend your school (e.g., homeschooled students) to take AP Exams at your school. It's recommended that these students contact the AP coordinator at schools near them as early in the school year as possible to determine if one of them can arrange testing. See [Students Who Don't Attend Your School and Independent Study Students](#) in this manual for details.
- ☐ **SSD** You should meet with the SSD coordinator regularly to review accommodations approvals that have changed or still need to be submitted.
- ☐ Create your digital and technology readiness plan for the 2026 AP Exam administration:
 - Confirm your school's technology coordinator contact information in AP Registration and Ordering. Go to **Settings/School Information and Participation Contacts** to find the current technology coordinator. Your technology coordinator is responsible for configuring the school network and installing apps on school-managed devices.
 - Meet with your technology coordinator and school or district's technology staff to review the [Technical Readiness Checklist](#) for digital AP Exams, and create your readiness plan.
 - You should include all exams that require technology or special equipment into your plan: fully digital and hybrid digital AP Exams, world language and culture AP Exams, AP Music Theory Exams, and AP Spanish Literature and Culture Exams.
- ☐ Recruit proctors and technology monitors that meet proctor eligibility criteria. Schedule proctor and technology monitor training for April.
- ☐ Encourage students and teachers to download the [Bluebook testing app](#) to explore the testing experience for fully digital and hybrid digital AP Exams and try test previews.
- ☐ Determine if you'll need off-site testing. Ensure compliance with exam administration and security procedures. Begin securing facilities.

Other Milestones

- ☐ **In November**, the 2025 AP Exam large-volume rebate checks are mailed to AP coordinators who administered at least 150 exams and who indicated their intended use of the rebate in AP Registration and Ordering.
- ☐ **In November**, the AP Course Ledger of authorized 2025-26 AP courses is available.
- ☐ **In December**, AP Potential™ is available for the latest PSAT/NMSQT® administration.

Before the AP Exam Administration (January-April)

Important: The *2025-26 AP Coordinator's Manual, Part 2*, available in January 2026, will provide more details about the tasks you'll need to complete in 2026 leading up to the AP Exam administration, including technical readiness and exam day tasks. For all details about accommodations, reference the *2025-26 AP Accommodations Guide*, available in mid-December. These high-level checklists are to help you prepare.

Manage Your AP Exam Order

- ☐ **SSD January 16 (11:59 p.m. ET)** is the deadline to submit accommodations requests and supporting documentation (if needed) through SSD Online.
- ☐ **March 13 (11:59 p.m. ET)** is the deadline to submit new AP Exam orders and known exam order updates in AP Registration and Ordering.
- ☐ **April 30 (11:59 p.m. ET)** is the deadline to indicate fee reductions for eligible students. For your invoice to accurately reflect any fee reductions, you must indicate in AP Registration and Ordering each student who qualifies for a fee reduction by this deadline.
- ☐ **Optional:** Order students' free-response answers by **April 30 (11:59 p.m. ET)** for the 2026 AP Exam administration.

Get Ready for the AP Exam Administration (January-April)

- ☐ **Digital AP Exams:**
 - Review the [Technical Readiness Checklist](#) with your technology coordinator and school or district's technology staff regularly to ensure technical readiness tasks are on track and to help select testing rooms with adequate Wi-Fi and power sources. If students are testing on their own devices, confirm that the devices meet technical requirements and that Bluebook is installed.
 - AP coordinators will receive an email from College Board in the spring with a link to access Test Day Toolkit. When you receive the link, you'll be able to set up Test Day Toolkit and grant access to testing staff. [Learn more about setting up Test Day Toolkit.](#)
- ☐ If you're administering **AP Exams that aren't delivered through Bluebook** (AP world languages, AP Music Theory, AP Spanish Literature), review [cb.org/apexamadmin-specialsubjects](https://collegeboard.org/apexamadmin-specialsubjects). These exams also require technical readiness and support from your school or district's technology staff.
- ☐ Select and reserve testing rooms with the best possible conditions for student performance, and ensure compliance with exam administration and security procedures. If your school needs off-site testing, ensure locations are secured.

- ☐ Review and reserve the equipment needed for each exam, including:
 - **For Digital AP Exams:** Test devices, if students are taking digital AP Exams on school-managed devices, and external keyboards and mice if students are taking these exams on tablets.
 - **For AP Chinese and AP Japanese Language and Culture Exams:** School-owned and -controlled testing devices. You'll need to ensure the AP Chinese and AP Japanese exam application is installed on devices before exam day.
 - **For AP French, German, Italian, and Spanish Language and Culture, AP Music Theory, and AP Spanish Literature and Culture:** A way to play CDs (applicable for all, including AP Spanish Literature and Culture). You'll also need to confirm your recording method for spoken and sight-singing free responses, and that you have access to the Digital Audio Submission (DAS) portal to submit recorded responses (applicable for French, German, Italian, and Spanish Language and Culture, and Music Theory only).
- ☐ **SSD** Review the *2025-26 AP Accommodations Guide* (available in mid-December 2025), and make sure you have the necessary equipment for exams administered with accommodations.
- ☐ Receive and check exam materials (late March/April): Exam materials and AP ID label sheets will arrive for the applicable exams in separate shipments between late March and April.

Prepare Proctors and Testing Staff (March–April)

- ☐ Make sure you have the necessary number of proctors who meet the AP proctor eligibility criteria to administer AP Exams. There must be a proctor in the exam room at all times, including during the break. See the *2025-26 AP Coordinator's Manual, Part 2* for details.
- ☐ **For digital AP Exams**, confirm that all proctors and testing staff who will be using Test Day Toolkit on exam day have their own College Board professional account and can sign in to it, and have an appropriate personal or school-managed device.
- ☐ In April, hold a proctor training session for all AP Exam testing staff (proctors, room monitors, and technology monitors and coordinators). Proctor training resources will be available at cb.org/apresourceslibrary in the spring.
- ☐ Review the different types of exam administrations (e.g. fully digital, hybrid digital, and exams not delivered through Bluebook) with proctors.
- ☐ Share and remind proctors and testing staff to read all information needed ahead of each exam they're proctoring or supporting:
 - **For Digital AP Exams:** *2026 AP Proctor Exam Day Guide* for proctors, and the *AP Technical Troubleshooting Guide* for technology monitors.
 - **For AP French, German, Italian, Spanish Language and Culture, Spanish Literature and Culture, and AP Music Theory Exams:** *2025-26 AP Exam Instructions* for proctors.
 - **AP Chinese and AP Japanese Language and Culture Exams:** *2025-26 AP Chinese and AP Japanese Exams: Setup and Administration Guide* for proctors and your school or district's technology staff.
 - **For Exams Taken with Accommodations:** *2025-26 AP Accommodations Guide* for proctors.

Prepare Students (March–April)

- ☐ **For Digital AP Exams:**
 - Before exam day, encourage students to sign in to Bluebook with their College Board student account information. They'll need to remember their College Board student account information to access their digital AP Exam in Bluebook on exam day. Saving their password on their device won't work.

- Before exam day, students should also [try a test preview](#) in Bluebook and the appropriate testing tools (including any [assistive technology](#) they're approved for) to become familiar with the Bluebook testing experience. Encourage teachers to make this a class assignment for their students.
- If students are using personal devices to take the exam, make sure they've [downloaded the Bluebook testing app](#) on their device, and remind them to bring their fully charged device and power cord on exam day.
- ☐ Tell students when and where to arrive for exams, and what they should and shouldn't bring to exams. If you're testing homeschooled students or students from other schools, remind them to bring a valid photo ID to the administration.
- ☐ Ensure students have read the 2026 AP Exam Terms and Conditions ([cb.org/apexamterms](#)). On exam day, students will need to acknowledge that they've read and agree to the terms before taking their exam.
- ☐ Send a strong message to students that cell phones and other prohibited electronic devices aren't allowed in the testing room. Students can review exam policies and guidelines at [apstudents.org/exampolicies](#).
- ☐ For AP Exams that allow or require the use of calculators, ask teachers to remind students to review the calculator policy for their exam at [apstudents.org/calculators](#).
- ☐ Remind students that **June 20** is the deadline to indicate or change their free score report recipient.

Final Technical Readiness Before Exam Day

Two Weeks Before Testing:

- ☐ **For digital AP Exams**, confirm all testing staff who will be using Test Day Toolkit on exam day have an appropriate personal or school-managed device, and that they can connect to Wi-Fi in the testing room and access their assigned AP Exam in Test Day Toolkit.
- ☐ **For AP French, German, Italian, or Spanish Language and Culture Exams or the AP Music Theory Exams:**
 - Make sure you have access to the DAS portal. (Create a new account if necessary.)
 - Make sure student-recorded responses from any previous year's exams and any practice responses have been deleted from recording devices and from any network drives and folders before they're used for this year's exam.
 - If using the Digital Audio Capture (DAC) app for recording student responses, make sure the 2026 version is installed on the iPads or Chromebooks being used during the exam administration. Also, ensure you've provided the DAC Activation Key to the proctor.

One Week Before Testing:

- ☐ **For digital AP Exams:**
 - Confirm that relevant testing staff have signed in to Test Day Toolkit and selected their assigned AP Exams from the dropdown menu.
 - Confirm that all students have successfully signed in to Bluebook on their testing device and can launch test previews.
 - **SSD** If any students will be testing with assistive technology, review details with them about [using and configuring assistive technology with Bluebook](#).
 - **SSD** Confirm or waive accommodations for students through AP Registration and Ordering. This must be done no later than 48 hours before the scheduled exam date.

- ❑ **For AP Chinese and AP Japanese Language and Culture Exams**, ensure the AP Chinese and AP Japanese exam application is installed on testing devices, and run a final readiness check on each device within 5 days before the exam.

AP Digital Portfolio Deadlines for Students and Teachers

- ❑ **AP Computer Science Principles:** April 30, 11:59 p.m. ET is the deadline for students to submit all three components of their Create performance task as final in the AP Digital Portfolio.
- ❑ **AP Seminar and AP Research:** April 30, 11:59 p.m. ET is the deadline for students to submit performance tasks as final in the AP Digital Portfolio. May 10, 11:59 p.m. ET is the deadline for AP Seminar and Research teachers to score student presentation components of performance tasks and complete checkpoint affirmations in the AP Digital Portfolio.
- ❑ **AP Art and Design:** May 8, 8 p.m. ET is the deadline for students (2-D, 3-D, and Drawing) to submit their three portfolio components as final in the AP Digital Portfolio.
- ❑ **AP African American Studies:** May 31, 11:59 p.m. ET is the deadline for teachers to submit scores for the presentation component of the Individual Student Project in the AP Digital Portfolio.
- ❑ **AP Latin:** May 31, 11:59 p.m. ET is the deadline for teachers to submit student checkpoint scores in the AP Digital Portfolio.

The Exam Administration

- ❑ **For digital AP Exams:** In Test Day Toolkit, use the Action dropdown on the All Staff page to grant full access to staff.
- ❑ **For AP Computer Science Principals:** AP coordinators need to sign in to the AP Digital Portfolio and print the Personalized Project Reference for each student taking the exam and provide it to the proctor to distribute to students on exam day.
- ❑ **Administer the 2026 AP Exams following the official testing schedule.**
 - No exam may begin before or after the official starting times. See [cb.org/apexamdates](https://collegeboard.org/apexamdates).
 - More details about exam day tasks will be in the *AP Coordinator's Manual, Part 2*.

After the Exam Tasks and Deadlines

- ❑ **For digital AP Exams**, reach out to any students who haven't successfully submitted their exam responses in the Bluebook testing app. Students have 4 calendar days to submit their responses after the exam, if needed.
- ❑ Complete and submit incident reports (IRs) through AP Registration and Ordering, if necessary.
- ❑ Schedule and arrange for any last-minute late-testing exams.
- ❑ Complete the post-administration survey, which is emailed to AP coordinators after the exam administration.
- ❑ **June 1:** Deadline for all exam materials to be received by the AP Program. Schools are billed twice the fee for each exam in shipments returned after this date.
- ❑ **June 15:** Postmark deadline to submit payment for 2026 AP Exams to the AP Program. A \$225 late payment fee will be assessed for any payment returned after this date.
- ❑ **June 15:** Deadline to indicate the intended use for the large-volume rebate if your school administered 150 or more AP Exams this year.
- ❑ **June 20:** Deadline for students to indicate or change the recipient of their free score report through My AP.

Accommodations for AP Exams

SSD Review the *2025-26 AP Accommodations Guide* (available in mid-December 2025 at cb.org/apresourceslibrary) for complete details about administering AP Exams with accommodations, including an SSD-specific checklist. Below are high-level reminders.

Accommodations Requests and Updating AP Registration and Ordering:

- ☐ To ensure all accommodations for eligible students are approved and in place by the exam date, accommodation requests and complete documentation (when necessary) must be submitted through SSD Online by **January 16, 2026**.
- ☐ If a student's accommodations change due to approval or denial of their accommodations requests, update your exam order in AP Registration and Ordering with any changes to required special exam formats or materials for the student, as applicable, and submit the change to your order.
- ☐ You must order special-format exams through AP Registration and Ordering in addition to the student receiving approval for the accommodation from the College Board SSD office.
- ☐ A Nonstandard Administration Report (NAR) is only required for the exams that aren't delivered through Bluebook (AP world language and culture, AP Music Theory, and AP Spanish Literature and Culture).

AP Exam Ordering Deadlines, Fees, and Policies

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

AP coordinators will submit AP Exam orders through AP Registration and Ordering, which they access by signing in at myap.collegeboard.org or through AP Central.

Parents and students can't order AP Exams directly.

Important:

Please make sure information about exam ordering deadlines and fees is explained clearly at parent nights, counselor sessions, or other informational events or sessions where your school's AP program is discussed and in any other materials your school may provide about your AP program.



The [How to Use AP Registration and Ordering](#) section of this manual provides step-by-step instructions for organizing and submitting the exam order.

AP Exam Ordering Deadlines

AP Exam orders must be submitted by the AP coordinator in the fall.

The following ordering deadlines apply to **all** schools, including schools and test centers outside the United States, U.S. territories, and Canada.

2026 AP EXAM ORDERING DEADLINES

October 3, 2025 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 changes submitted without additional fees until the final ordering deadline. It's recommended that student enrollments are completed by this date.
November 14, 2025 (11:59 p.m. ET) Final ordering deadline	Final deadline to submit your exam order for all full-year and fall-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 (see page 24).
March 13, 2026 (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 14 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 59 for important details about the student decision deadline in relation to the preferred ordering deadline.

Exam Fees

NEW Beginning in 2025-26, the cost of AP Capstone Seminar and Research Exams is now the same as all other AP Exams.

Exam fee for on-time exam orders (by November 14, 2025, for full-year and fall-semester courses, and exam only sections; by March 13, 2026, for courses that start after November 14)	<ul style="list-style-type: none">▪ \$99 per exam, including AP Capstone Seminar and Research, at schools in the U.S., U.S. territories, Canada, and all DoDEA schools▪ \$129 per exam at schools everywhere else (Note: Fees may vary for exams at College Board–authorized test centers outside the U.S.)
School rebate	\$9 per exam
College Board fee reduction for eligible students	\$37 per exam

NOTE: All exam fee amounts are shown in U.S. dollars.

The cost for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee (\$99, \$129), minus the school rebate (\$9).

- **Regular exams:** \$99 – \$9 = **\$90** (*amount due from the school to College Board per exam*)
- **International exams:** \$129 – \$9 = **\$120** (*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 “**AP Fee Reduction Policy**” in this manual for details.)

Fees may apply to exams ordered after the November 14 final ordering deadline.

2025-26 OTHER FEES

Late order fee Additional fee applied to each exam ordered between November 15, 2025, and March 13, 2026, 11:59 p.m. ET.	\$40 per exam in addition to base exam fee (Note: This fee won't apply to exams for courses that start after the November 14 exam ordering deadline—for example, spring-semester or spring block courses—or to exams for students who transfer to your school.)
Unused/canceled exam fee	\$40 per exam for: <ul style="list-style-type: none"> Exams canceled in AP Registration and Ordering after November 14 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 after late testing ends.) The original exam fee is removed from the invoice.
Late-testing fee	\$40 per exam in addition to base exam fee as applicable for late-testing exams (Note: Most reasons for late testing don't incur an additional late-testing fee. See " Late-Testing Exams " in this manual for late-testing reasons with no additional fee.)

The fees listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada. 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.
- Late order, unused/canceled exam, and late-testing fees are applied per exam, not per order.
- College Board fee reductions are available for students with financial need. Many states provide funding to further reduce the exam fee for these students. However, College Board fee reductions don't apply to the late order, unused/canceled exam, or late-testing fees. (See "[AP Fee Reduction Policy](#)" in this manual.)
- After a state finalizes its 2026 funding policy, the information will be posted on AP Central ([cb.org/apexamfeeassistance](https://apcentral.collegeboard.org/apexamfeeassistance)), and applicable state subsidies will be reflected in the cost shown in AP Registration and Ordering.
- Fees may vary for exams at College Board-authorized test centers outside the U.S.

Whether or Not Fees Apply

The tables below summarize common situations in which the late order and/or unused/canceled exam fees are and aren't applied.

Fees Aren't Applied

School Schedule

Late order fee not applied: The course doesn't begin until after the November 14 final ordering deadline (e.g., spring-semester, trimester, or spring block schedule course). Exams for these courses must be ordered by 11:59 p.m. ET on March 13, 2026.

Transfer Student Out of or To Your School

See "[Indicating Transfer Students To or Out of Your School](#)" for details:

- **Unused/canceled exam fee not applied:** Indicate the student as **Transfer Out** or the student's new school adds them to section(s) in AP Registration and Ordering.
- **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.

Accommodations Change

Unused/canceled exam fee not applied: A change is submitted to an **existing exam order** by March 13, 2026, (11:59 p.m. ET) due to a change in a student's accommodations approval status from the College Board SSD office. (See "[Exams for Students with Accommodations](#).")

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 "[AP Exam Fee Reduction Policy](#).")

Exam Ordered After November 14 for Homeschooled Student or Student Whose School Doesn't Administer Their AP Exam

If you add a homeschooled student or a student whose school doesn't administer the AP Exam(s) they're planning to take to your order after November 14 because the student couldn't find a school before the fall ordering deadline, you can contact AP Services for Educators to have the late order fee waived for that student. The student must be added to your order by March 13. Contacting AP Services is the only way to have the late order fee waived. See "[Students Who Don't Attend Your School and Independent Study Students](#)" in this manual for details.

Student Emergency

Student emergency or unexpected medical situation. If the student is unable to test, schedule the student for the late-testing AP Exam administration, and order that exam.

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 14 final ordering deadline has passed. Reasons include:

- Student's college of choice doesn't award credit for the exam.
- Student who is performing poorly in the class decides after November 14 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 November 14

Late order or unused/canceled exam fee applied: Student joins or drops* a class after the November 14 final exam ordering deadline. (Late or unused/canceled exam fees aren't applied only if a student transfers to or out of the **school**.)

School Issue

Late order fee applied: Exam orders placed after November 14 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 14 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 14 final ordering deadline has passed.

*If the student is undergoing circumstances where it's in their best interest to drop their AP class, AP coordinators can call AP Services to request a waiver of the canceled exam fee.

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 fees are applied.

Example Scenario	Student Cost
On-Time Exam Order: <ul style="list-style-type: none"> By November 14, 2025 (11:59 p.m. ET), for all fall-semester and full-year courses, and exam only sections By March 13, 2026 (11:59 p.m. ET), for all courses that begin after November 14 	Base exam fee (\$99, \$129), less any applicable fee reductions
Late Order: Student in a full-year course decides after the November 14 final ordering deadline to take an exam; exam is ordered after November 14. Reminder: The late order fee is per exam per student .	Base exam fee (less any applicable fee reductions), plus \$40 per exam late order fee For example: <ul style="list-style-type: none"> Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: \$99 + \$40 (<i>late order fee</i>) = \$139 Schools everywhere else: \$129 + \$40 = \$169. For students eligible for a College Board fee reduction: <ul style="list-style-type: none"> Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: \$99 (base exam fee) – \$37 (fee reduction) – \$9 (school forgoes their rebate) + \$40 (late order fee) = \$93 Schools everywhere else: \$129 – \$37 – \$9 + \$40 = \$123
Canceled or Unused Exam: Student decides not to take an exam, cancellation is submitted by coordinator in AP Registration and Ordering 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. Note: Digital exams (including hybrid digital) do not need to be marked as unused by the AP coordinator. This will be automatically updated after the exam for any students who didn't test.	\$40 The base exam fee is removed from the invoice, only the \$40 unused/canceled exam fee is owed. For example: <ul style="list-style-type: none"> \$99 – \$99 (base exam fee) + \$40 (unused/canceled exam fee) = \$40 This fee will be owed even if a student is eligible for College Board fee reductions.
Student Transfers Out of Your School: Exam is ordered for a student, student transfers out of the school after November 14. Coordinator indicates the student as transfer out . (See page 36 for details.)	The exam fee for the student is removed from the school's invoice. No additional charge is applied. <ul style="list-style-type: none"> \$99 – \$99 = \$0
Student Transfers To Your School: Student transfers to a school after November 14 exam order is submitted, enrolls using the transfer code for a class section or exam only section. (See page 36 for details.)	The student is charged the base exam fee; the late order fee isn't applied when they enroll using the transfer code. <ul style="list-style-type: none"> \$99, \$129

Payment Collection and Deadline

Payment is due to College Board by **June 15** (postmark deadline)—not at the time of ordering. Schools determine how and when to collect and track exam payment.

If your school collects exam fees:

- Confirm how your school and district plans on collecting other school fees, how you track payments, and how/if you'll issue refunds to students who might decide to cancel their exams.
- Communicate your school's fee collection policies with students and parents early.
- Indicate students who are eligible for the College Board fee reduction in AP Registration and Ordering by April 30 (see "[AP Fee Reduction Policy](#)" below).
- Consider reaching out to other AP coordinators on the AP coordinator online community to learn how other schools manage fee collection.

Information is available on AP Central about providers in the AP Exam fee collection providers program. The providers offer a range of payment collection solutions, and all offer fundamental capabilities such as accepting payment and transferring funds. Visit [cb.org/apfeecollection](https://apcentral.collegeboard.org/apfeecollection), and go to the **AP Exam Fee Collection Providers Program** section.

AP Fee Reduction Policy

College Board provides a \$37 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).

Note the following requirements:

- 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 an exam order for a full-year or fall-semester course is submitted for a student after November 14, the late order fee of \$40 per exam is applied for that student.
- For your invoice to accurately reflect any fee reductions, you must indicate the fee reduction status for each eligible student in AP Registration and Ordering.
 - ♦ For each student who is eligible for the College Board fee reduction, check the box for reduced fee next to their name in the student roster.
 - ♦ For students who aren't eligible for the fee reduction, no action is needed.
- Fee reduction status is indicated only once per student, not for each exam.
- Fee reduction status must be indicated each year, even for students who have taken AP Exams in the past and have been marked as eligible for fee reductions. Their fee reduction status **doesn't** carry over in AP Registration and Ordering from year to year, nor does it carry over from other College Board assessments (PSAT-related assessments or SAT®).



See "[Indicating Student Fee Reduction Status](#)" in the How to Use AP Registration and Ordering section of this manual for instructions.

Deadline to Indicate Fee Reduction Status

To be properly credited, the fee reduction status for each eligible student must be indicated in AP Registration and Ordering by **April 30, 2026 (11:59 p.m. ET)**.

Include all students who intend to take AP Exams in your exam order by the ordering deadline, even if you haven't yet confirmed students' fee reduction status. A best practice is to indicate fee reduction status for each student by the time you submit your exam order. However, if you need more time to verify this information, you can update students' fee reduction status through AP Registration and Ordering after submitting your exam order, but no later than April 30.

After April 30 11:59 p.m. ET, you won't be able to make changes to fee reduction status.

Fee Reduction Eligibility Criteria

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 that enables high-poverty U.S. schools and districts to offer breakfast and lunch at no charge to all students.

Schools and districts that meet the criteria and choose to participate in CEP can't use a student's enrollment in CEP 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.

The AP coordinator must determine eligibility using the criteria below and on the next page. The AP Program reserves the right to audit fee reductions indicated by a school.

Primary Criteria for Schools/Districts Not Participating in the Community Eligibility Provision

Schools and districts that **don't** participate in the Community Eligibility Provision can still use enrollment in or eligibility to participate in the **National School Lunch Program (NSLP)** as a proxy to determine eligibility for AP Exam fee reductions. For these schools/districts, use the following primary criteria:

Students who are either enrolled in or eligible to participate in the NSLP 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 meals if:

- Their family's annual income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service or
- The students are categorically eligible to be directly certified without application for free school meals because they are:
 - ♦ In households participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or in some states, Medicaid benefits, or
 - ♦ Unhoused, migrant, runaway, or in foster care, or
 - ♦ Enrolled in a federally funded Head Start program.

Primary Criteria for Schools/Districts Participating in the Community Eligibility Provision

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

- Their family’s annual income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service or
- They qualify as an “identified student” because they are:
 - ♦ In households participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or in some states, Medicaid benefits, or
 - ♦ Unhoused, migrant, runaway, or in foster care, or
 - ♦ Enrolled in a federally funded Head Start program.

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 resides in federally subsidized public housing or a foster home or is unhoused.
- The student is a ward of the state or an orphan.

USDA Food and Nutrition Service Income Eligibility Guidelines for 2025-26

The following table lists annual family income, by family size, at 185% of the poverty level. If the student’s annual family income falls within 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, Washington, D.C., Guam, and U.S. Territories	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	\$28,953	\$36,168	\$33,282
2	\$39,128	\$48,896	\$44,992
3	\$49,303	\$61,624	\$56,703
4	\$59,478	\$74,352	\$68,413
5	\$69,653	\$87,080	\$80,124
6	\$79,828	\$99,808	\$91,834
7	\$90,003	\$112,536	\$103,545
8	\$100,178	\$125,264	\$115,255
For each additional family member, add:	\$10,175	\$12,728	\$11,711

*The figures shown under annual family income represent amounts equal to 185% of the 2025 federal income poverty guidelines issued by the U.S. Department of Health and Human Services. These levels were published by the USDA Food and Nutrition Service in the Federal Register, Vol. 90, No. 48, 3/13/25, p. 11938–11939. These Income Eligibility Guidelines are effective from July 1, 2025 through June 30, 2026.

Schools Outside the United States

College Board will provide a fee reduction of \$37 per AP Exam for qualifying low-income students in schools outside the United States. Student eligibility for fee reductions is determined by the AP coordinator. The AP Program reserves the right to audit fee reductions indicated by a school. AP coordinators should be able to produce documentation verifying fee reduction claims.

The fee reduction is available for any student whose annual family income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service. To determine if your students meet these guidelines, refer to the “Annual Family Income for 48 Contiguous States, Washington, D.C., Guam, and U.S. Territories” column in the USDA Food and Nutrition Service Income Eligibility Guidelines for 2025-26 table (see the previous page), and convert American dollars into your country’s currency.

State Subsidies

Many states provide funding to reduce the exam fee for students. Updates about state fee assistance for 2026 will be posted on [cb.org/apexamfeeassistance](https://collegeboard.org/apexamfeeassistance) as soon as each state’s funding plan is finalized.

College Board and states are working together to provide information about 2026 subsidies in advance of the November 14 final ordering deadline wherever possible, but in some cases states won’t be able to finalize their subsidies until later in the school year.

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 state 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

If your state provided a subsidy for low-income students’ AP Exams in 2025, 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. 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.

Students’ fee reduction status must be accurately indicated in AP Registration and Ordering in order for fees to be waived.

Subsidy Filter for Schools That Receive State Financial Assistance

A subsidy filter is available in AP Registration and Ordering for schools that receive state subsidies. It’s located with the other filters on the **Students** page. Coordinators can use this filter to view their anticipated invoice once state subsidies are applied. Schools who don’t receive state subsidies won’t see this filter.

Late-Testing Exams

Some circumstances may make it necessary for students to test late. To preserve the security of AP Exams, College Board develops alternate versions of each exam for late testing. **Regularly scheduled exams can't be used for late testing.**

If a school administers late-testing exams, students must test on the **scheduled late-testing dates (May 18–22, 2026)** at the **scheduled times**. See the complete late-testing exam schedule at the end of this manual. If a school fails to follow AP security procedures and doesn't administer the late-testing exams on the specified dates at the specified times, scores for those exams will be canceled.

Inform students testing late that their scores for late-testing exams may be reported later than for regularly scheduled exams and their free-response sections won't be available for purchase.

Ordering Late-Testing Exams

Late-testing exams must be ordered through AP Registration and Ordering.

If you know in advance that a student will need to take an exam on the late-testing date, account for this in the order you submit by November 14, 2025 (or by March 13, 2026, for courses that start after the November ordering deadline).

New exam orders for full-year courses submitted after November 14, 2025, will incur a \$40 per exam late order fee (except in the situations listed on page 32.) 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 the next page for details.)

As part of your exam order management, switch exam orders from regular to late testing by the March 13 spring course orders and fall order changes deadline for any students who you know will need to take exams during the late testing exam administration. After March 13, if unanticipated events arise, you can still switch existing exam orders for students from regular to late testing if needed. Details about doing so, including the final deadlines for switching exam orders to late-testing, will be in the Ongoing Exam Order Management section of the *2025-26 AP Coordinator's Manual, Part 2*.

Late-Testing and Accommodations

SSD If a student with extended time accommodations is scheduled to take two exams on the same day due to the 2026 AP Exam Schedule, a morning exam and an afternoon exam, the student should instead plan to take a late-testing exam for one of the subjects. Work with the student to determine which late-testing exam to order.

If you know before the ordering deadlines that a student with accommodations will need a late-testing braille or large-print format exam, you may order these exams through AP Registration and Ordering.* (See "[Ordering Exam Materials for Students with Accommodations](#)" in this manual for details.) However, if an unanticipated event occurs during the regularly scheduled AP Exam administration that requires you to order a late-testing braille or large-print format exam, call the College Board SSD office immediately.

*For fully digital and hybrid digital AP Exams, paper format exams can be ordered only if the student has been approved for paper testing by the College Board SSD office. See page 89 for details.



See pages 86–87 for instructions on indicating late-testing orders in AP Registration and Ordering.

Late-Testing Reasons

When the cause of late testing is beyond the control of the school and the student, there's no additional fee. See the list below 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 is when retesting is necessary due to security violations.

If a reason for late testing incurs the late-testing fee, the fee is applicable even if the student is eligible for a College Board fee reduction.

If a school provides late testing, testing conditions must be those identified in the late-testing policies described in this manual.

NOTE: If your school has lost a significant number of net instructional days, contact AP Services for Educators before March 13, 2026, for information about later testing options.

Below are circumstances when late testing is allowed without incurring an additional fee. AP coordinators indicate the late-testing reason in AP Registration and Ordering.

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
Delayed shipment
Digital testing logistics
Disabilities accommodations issue
Emergency: bomb scare or fire alarm
High school graduation
Language lab scheduling conflict
Makeup AP Exam due to an incident during the initial exam
Religious/holiday observance
School closing: election, national holiday, or natural disaster
Serious injury, illness, or family tragedy
Strike/labor conflict
Student court appearance
Two or more AP Exams on the same date at the same time

Specific Ordering Policies

This section provides details about exam ordering policies. All details about how to manage and submit your exam order are in the [How to Use AP Registration and Ordering](#) section of this manual.

Eligibility to Test: Students Must Be in High School

Only high school-affiliated students can take exams, at either their own enrolled high school or at other AP-authorized high schools and test centers. “High school-affiliated” means: students actively enrolled at a high school, or high school-level students who are homeschooled, participate in independent study, and/or attend virtual schools; and any actively enrolled students who may be prepared to take an AP Exam prior to the ninth grade, or recent high school graduates who need a specific AP Exam for university admission.

Exams Are Ordered per Student

When you submit your exam order, you’ll be ordering the exact number of exam(s) for each student included in your roster in AP Registration and Ordering. This means:

- Schools can’t give an exam ordered for one student to another student who wasn’t part of the exam order. This is applicable for all exams (fully digital, hybrid digital, or other).
- If a student takes an exam that wasn’t ordered for them, the student’s exam score may not be reported.

Students may take as many AP Exams as they want, with the following qualifications:

- A student may not take an exam more than once in the same year. However, a student may repeat an exam in a subsequent year. In such cases, both scores will be reported unless the student requests that one be withheld or canceled.
- **AP Calculus:** Students **may not** take both AP Calculus AB and AP Calculus BC within the same year.
- **AP Art and Design:** A student may submit more than 1 AP Art and Design Exam, but each must be a different type of portfolio. For example, a student can’t submit 2 AP Drawing Exams in the same year. A student may not duplicate images or works when submitting multiple portfolios.
- **AP Capstone courses – Seminar and Research:** A student must be enrolled in an AP Seminar or AP Research class section in order to take the end-of-course exam (AP Seminar) or submit performance tasks (AP Seminar or AP Research). **Note:** AP Research doesn’t have an end-of-course exam, but an exam must be ordered for a student to submit their performance task through the AP Digital Portfolio for scoring.

Courses That Begin After November 14

Exam orders for courses that start after the November 14 final ordering deadline—i.e., spring-semester, trimester, or some block schedule courses—**don’t** incur the late order fee. For courses that start after November 14, you’ll create “spring-semester only” class sections in AP Registration and Ordering. The exam orders for courses that start after the final ordering deadline must be submitted by **March 13, 2026 (11:59 p.m. ET)**.

There’s not an option in AP Registration and Ordering to create a spring-semester exam only section. However, you can order exams for students who may be taking a spring-semester course at another school and taking the exam at your school without incurring a late order fee. (See page 65 for details.)



See pages 62–65 for instructions about creating class sections for courses that begin after November 14.



See pages [89–95](#) for details about ordering exams for students with accommodations.



To learn more about how accommodations work, review the [AP Accommodations Guide](#). The 2025-26 guide will be released in mid-December.

SSD Exams for Students with Accommodations

Students with documented disabilities and College Board–approved accommodations may require special exam formats or materials, such as braille or large print. At the beginning of the school year, work with your school’s SSD coordinator to identify all students with approved or expected accommodations and confirm what their approved or expected accommodations are.

In AP Registration and Ordering, you’ll be able to indicate or confirm per student any special exam formats or materials needed.

- You’ll be able to search for students with an SSD ID and 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.

Important Details about Exams for Students with Accommodations

Include students in your exam order by the November 14 final ordering deadline even if they’ve not yet been approved for accommodations. You’ll be able to update existing orders as needed once a student has received approval for accommodations from the College Board SSD office. See pages [89–95](#) for details about ordering exams for students with accommodations.

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 SSD office (collegeboard.org/ssdonline).

Providing accommodations to students without College Board approval will result in cancellation of these students’ scores.

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’s 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 won't 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 College Board changes schools, the SSD coordinator at the new school can use SSD Online to request the student be moved to their SSD Online Dashboard. The student and parent are responsible for informing the new school of the student's prior approved accommodations. If the SSD coordinator confirms there are no changes to the student's accommodations, nothing further is required. If a student's accommodations needs have changed, the school should submit a request in SSD Online to add new accommodation(s) or request for an accommodation to be removed from the student's profile.

Submit Accommodations Requests Through SSD Online

Requests for accommodations and complete documentation (if required) must be submitted to College Board by **January 16, 2026**, to ensure that decisions are made in time for exam orders to be finalized and exam materials to be shipped. Schools use SSD Online to submit requests.

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.

Temporary assistance for a student who has a temporary medical or physical condition (e.g., a broken hand) is also requested through SSD Online. Review the [AP Accommodations Guide](#) for details.

If a student needs to submit the request on their own—for instance, a homeschooled student—the student or their family can go to [How to Fill Out the Student Eligibility Form](#).



SSD Online is a **separate** system from AP Registration and Ordering. Requests for accommodations aren't submitted through AP Registration and Ordering.



See pages 77–79 for details about updating your order to account for transfer students—including obtaining the **transfer code** and indicating students as **transfer out**.

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 additional fees regardless of when they enter or leave your school. This policy applies only to students who transfer to or out of your **school**; this doesn't apply to students at your school who join or drop an AP class after the November 14 final ordering deadline.

Specific actions need to be taken to accurately account for transfer students:

- Students who transfer **to** your school need to enroll using a unique **transfer code** (not the join code) for each of their class sections or exam only sections.
- Students who transfer **out** need to be indicated as **transfer out** in AP Registration and Ordering. Your ability to do this isn't dependent on the student being enrolled in their new school.

Students Who Don't Attend Your School and Independent Study Students

Students who are homeschooled, are independent study students, attend virtual schools, or attend schools that don't administer AP Exams will need to find a school where they can test. The AP Program encourages AP coordinators to assist these students.

In the descriptions in this publication:

- “Virtual schools” are those that exclusively offer online learning.
- Similarly, “homeschooled students” are those who regularly and exclusively learn through a designated homeschool.

Homeschooled students and students whose schools don't offer their AP subjects need to do the following **as early in the school year as possible**:

- Use the AP Course Ledger (cb.org/apcourseledger) to look up nearby schools that offer the AP courses for the exam subjects they want to take and where they might be able to test.
- Contact the nearby schools, and ask to speak with the AP coordinator to see if one of them can arrange testing. Students should remember that schools may have their own local deadlines and policies regarding testing outside students.

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

- ☐ Inform the students of exam fees and your school's ordering deadline.
- ☐ 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 (including a virtual 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.

BEST PRACTICE: *It's recommended that you create a separate exam only section specifically for each exam subject being taken at your school by these students, so you can easily track them in your student roster.*



See page 65 for details about creating an exam only section.

Exam Ordering Deadline

Include homeschooled students, independent study students, or students from other schools in your order by **November 14**.

If a homeschooled student or a student whose school doesn't administer AP Exam(s) contacts you after the November ordering deadline, you can add them to your exam order. If the reason you're adding the student to your order after November 14 is because they couldn't find a school before the fall ordering deadline to order and administer their 2026 AP Exam(s), you can contact AP Services for Educators no later than March 13 to request the late order fee be waived. This applies only for homeschooled students and students whose school doesn't administer the AP Exam(s) they're planning to take. These students must be included in your exam order by March 13.

AP Classroom Access

All students—including those in exam only sections—will have access to AP videos and select course resources in AP Classroom, provided they're available for the course. Students enrolled in exam only sections **won't** have access to other AP Classroom resources that can only be assigned by teachers because these assignments are only available to students in teacher-led 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 assignments from the teacher of the teacher-led class section.

For example, if a student taking an AP Biology class through a virtual school is enrolled in a 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 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 state funding.
- **Spring-Semester Courses:** If a student is taking a spring-semester course through their virtual school, you may need to submit their exam order after November 14. In this case, the student needs to be enrolled in **both** an exam only section at your school and a spring-semester only class section through their provider so that the late order fee won't be applied. You'll need to submit the exam order by March 13.



See "[AP Fee Reduction Policy](#)" in this manual for state subsidy details.



See "[Creating Class Sections](#)" for details.

Homeschool, Self-Study, and Online Providers

When a student provides their registration information in My AP, they can search for their state or country plus “home school” (e.g., New Jersey Home School) and select this entry.

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.

The *2025-26 AP Coordinator’s Manual, Part 2* 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 exam center. All paper 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 listening CD for each form of the exam is different.

If you’re the AP coordinator for a multischool exam center:

- ☐ 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 in the multischool exam center, create an exam only section for each course for which students will be testing. (See pages [64–65](#) for details about creating exam only sections.)
- ☐ Share the join code for each exam only section with the appropriate students.
- ☐ Submit the multischool exam center order by the November 14 final ordering deadline (or by March 13, 11:59 p.m. ET for courses that begin after November 14). Refer to “[For Students Taking Courses That Begin After November 14](#)” for details about ordering exam only exams for spring semester courses without incurring the late order fee.

The *2025-26 AP Coordinator’s Manual, Part 2* will have details about how multischool exam centers administer exams.

Subject-Specific Information

A few subjects have specific details that impact class section setup, enrollment, and exam ordering.

AP African American Studies

The AP African American Studies Exam consists of an end-of-course fully digital AP Exam and a student presentation which is scored by the teacher. The AP African American Studies teachers use the AP Digital Portfolio to enter student presentation scores.

For Homeschooled or Independent Study Students

Your school must provide the student with a teacher who will score their presentation. This teacher must score the presentation using the AP African American Studies Individual Student Project Rubric.

- If the teacher identified for project scoring is already course-audit approved for AP African American Studies: Create a full-year class section for the independent-study student by November 14 in AP Registration and Ordering, and assign this teacher.
- If the teacher isn't course-audit approved for AP African American Studies: You must contact AP Services at [cb.org/apeducatorcontact](https://apcentral.collegeboard.org/ap-services/apeducatorcontact) (select the Exam Ordering topic) by March 13 to add this teacher as a replacement teacher.
- If you haven't identified a teacher by November 14, create an exam only section for the student so you can place the order by the November 14 deadline. Once the teacher has been added, create a full-year class section. Move the student to this section so they can have their presentation scored. A student without an assigned teacher won't be able to earn points for the presentation.

AP Art and Design

AP Art and Design Exams are submitted by students through the AP Digital Portfolio. Details about the Art and Design submission process are available at apstudents.org/artdesign.

You'll order AP Art and Design Exams along with all other AP Exams in AP Registration and Ordering. Order an AP Art and Design Exam for each student enrolled in the course, even though there's no end-of-course exam. Without an exam order, students' portfolios won't be scored.

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 2 class sections: "Period 1, AP 2-D Art and Design" and "Period 1, AP Drawing."

As with all AP Exams, if you're ordering Art and Design Exams for students who are homeschooled or independent study students, you must create an **exam only section** for these students in AP Registration and Ordering and give them the appropriate join code.



See pages [84–86](#) for details about switching a student's exam order from one AP Art and Design Exam to a different AP Art and Design Exam.

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 14 ordering deadline that they want 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, 2026 (11:59 p.m. ET) without incurring the late order or unused/canceled exam fee.

Important:

If a student isn't sure which type of AP Art and Design portfolio they'll ultimately want to submit in May, you should order only one AP Art and Design Exam for the student when you submit your initial exam order. Order the exam for the portfolio type they think they're most likely to submit. Then, if they change their mind later, you can switch their order to another type of Art and Design portfolio.

For example, if you ordered an AP 2-D Art and Design Exam for a student and the student later decides they want to instead submit an AP Drawing portfolio, the student must first enroll in the AP Drawing class section, then 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.

AP Capstone (AP Seminar and AP Research)

The AP Capstone Diploma program consists of AP Seminar and AP Research. For both exams, students submit through course assessments for scoring through the AP Digital Portfolio as well as access EBSCO and Turnitin. In AP Seminar, students also take an end-of-course fully digital AP Exam.

AP Seminar and AP Research teachers use the AP Digital Portfolio to enter student presentation scores and complete checkpoint affirmations. In addition, AP Seminar teachers publish stimulus materials to students and create student teams. AP coordinators log in to the AP Digital Portfolio to check the final submission status of students' performance tasks and the status of teacher score entries and checkpoint affirmations. Details about the AP Digital Portfolio for AP Seminar and AP Research are available at cb.org/apdigitalportfolio.

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.

As with all AP Exams, if you're ordering exams for students who are taking an AP Seminar or AP Research class through an online provider or for students who are homeschooled, you must create an **exam only section** for these students in AP Registration and Ordering and give them the appropriate join code.

AP Seminar and AP Research students who are homeschooled or taking the class through an online provider must be enrolled in **both** an exam only section and a teacher-led class section so they can access resources assigned by the teacher, and the teacher can submit these students' presentation scores and checkpoint affirmations in the AP Digital Portfolio.



See pages [64–65](#) for instructions about creating an **exam only section**.

Required Training for AP Seminar and AP Research Teachers

All AP Seminar and Research teachers must attend a one-time, required AP Summer Institute in order to complete the AP Course Audit process and access the AP Digital Portfolio. In addition, all AP Seminar and AP Research teachers must take and pass online assessment scoring training during the school year in order to score their students' presentations—this is an annual requirement for all AP Capstone teachers that is separate from the AP Summer Institutes for new teachers.

The *2025-26 AP Coordinator's Manual, Part 2* will contain more information about AP Capstone, including details about the AP Digital Portfolio.

AP Computer Science Principles

The AP Computer Science Principles (CSP) Exam consists of an end-of-course fully digital AP Exam, as well as the through-course Create performance task, which students submit through the AP Digital Portfolio. Details about the AP Digital Portfolio for AP CSP are available at cb.org/apdigitalportfolio.

As with all AP Exams, if you're ordering exams for students who are taking an AP CSP class through an online provider, or for students who are homeschooled or independent study students, you must create an **exam only section** for these students in AP Registration and Ordering, and give them the appropriate join code.

The *2025-26 AP Coordinator's Manual, Part 2* will contain more information about AP Computer Science Principles, including details about the AP Digital Portfolio.

AP Latin

NEW The AP Latin Exam consists of an end-of-course fully digital AP Exam scored by AP Readers and two in-class checkpoint tasks scored by the teacher. AP Latin teachers use the AP Digital Portfolio to enter student checkpoint scores.

For Homeschooled or Independent Study Students

Your school must provide the student with a teacher who will score their checkpoint tasks. This teacher must review the checkpoint scoring guidelines (posted in AP Digital Portfolio and published in the [AP Latin Course and Exam Description](#)) and must score the checkpoints accordingly.

- If the teacher identified for scoring is already course-audit approved for AP Latin: By the November 14 AP Exam ordering deadline, create a full-year class section in AP Registration and Ordering with this teacher assigned to it, have the student enroll in the class section, and order the exam.
- If the teacher identified for scoring isn't course-audit approved for AP Latin: By March 13, contact AP Services for Educators (cb.org/apeducatorcontact) to add this teacher as a replacement teacher. Select "Exam Ordering" from the dropdown.
- If you haven't identified a teacher by the November 14 exam ordering deadline, create an exam only section for the student so you can place the order by the deadline. Once the teacher has been added, create a full-year class section. Move the student to this section so they can have their checkpoint tasks scored. A student without an assigned teacher won't be able to earn points for the checkpoints.

AP ID Label Sheets



You 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 73.



You can choose how you'd like the AP ID label sheets to be sorted when they're sent to you. See page 97.



You can [view a video](#) about selecting the sort order for AP ID Label Sheets.

When a student provides their registration information in My AP when first enrolling in a class section, the student is assigned a unique, alphanumeric code known as an **AP ID**. Once an AP ID is assigned to a student, it remains their AP ID every year they take an AP course or exam.

An AP ID label sheet is produced for students included in your school's AP Exam order who are registered for hybrid digital AP Exams or exams not delivered through Bluebook (world languages, AP Music Theory, AP Spanish Literature and Culture). Students place AP ID labels on paper exam materials, connecting their materials with the registration information they've provided. More details about AP ID label sheets—including information about tracking, receiving, checking, and storing your shipment of label sheets and how the label sheets are used on exam day—will be in the *2025-26 AP Coordinator's Manual, Part 2*.

Below is an example of an AP ID label sheet. 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
- **School Code**: The 6-digit code for the school the student attends
- **DOB** = The student's date of birth, listed as month/day/year
- **Grade** = The student's current grade level

STUDENT LAST NAME, STUDENT FIRST NAME

Your 2025 AP Exams that require use of these labels (hybrid digital and/or paper exams):

05/05 AM	BIO	05/21 PM	CHEM*	* Late exam	APID:
05/09 PM	MACRO	EXCPT	MUSIC		SCHOOL CODE:
05/13 PM	PHYS 2				DOB:
05/15 AM	SPANLANG				GRADE:

These are your personalized AP ID labels. No one else may use these AP ID labels.

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NOTE: The AP ID label sheet above is a sample and does not reflect this year's exam dates.

How to Use AP Registration and Ordering

This section provides details about the four key steps for your school leading up to the November 14 final ordering deadline:

1. Setting up AP registration and ordering
2. Creating AP class sections and exam only sections
3. Helping students enroll in their AP class sections
4. Ordering AP exams

SSD There are additional steps related to updating exam orders based on students' accommodations. To learn more, review the [AP Accommodations Guide](#), available in mid-December.

1. Setting Up AP Registration and Ordering

Learn how to:

- Access AP Registration and Ordering.
- Complete initial setup in AP Registration and Ordering.
- Set your student exam decision indicator setting preference.
- Complete the AP Participation Form online.
- Update the AP coordinator or school information.
- Complete the AP Participation Survey online.

AP Registration and Ordering Access Code

On **August 1, 2025**, AP coordinators and principals receive an email with their school's unique AP Registration and Ordering access code for the 2025-26 school year.

- The email is sent to the AP coordinator on record for your school. If you don't receive the email, check with your principal, or call AP Services for Educators to have the code sent to your principal.
- The access code is specific to the 2025-26 school year. You can't use last year's code.
- Access codes are active between August 1 and July 31 of the following year, to give coordinators time within the score reporting window to access their information from the past year.
- You'll need to enter this year's access code when you first sign in starting on August 1, even if you've already been using AP Registration and Ordering over the summer using access from last year's code.
- Entering the new code establishes your access for the year. If information was entered for 2025-26 before August 1—such as class sections created by you or teachers, or setup information—it will be preserved after you enter this year's access code.

Important:

You'll also need your AP Registration and Ordering access code for some other AP Exam-related systems during the year, such as the Digital Audio Submission (DAS) portal or to administer the AP Chinese and AP Japanese Exams. After you complete setup, your access code will be displayed on your homepage after you sign in to myap.collegeboard.org or through AP Central (see page 55).



This year's AP Registration and Ordering access code is emailed to AP coordinators and principals on **August 1**.



See the [Resources and Tools for AP Teachers and Students](#) section of this manual for details about student and teacher access.

When you've received the AP Registration and Ordering access code:

1. Go to myap.collegeboard.org or to AP Central. Sign in with your College Board login information. (Note: If you don't already have an account, create a new one. Don't create multiple accounts. You may already have a College Board account if you've worked with PSAT-related assessments, SAT, or CLEP®.)
2. Select that you're signing in as a coordinator.
3. Enter the access code and your school name when prompted.
4. Review and accept the terms of service.

Administrator Access Code

On the personalized homepage that you'll see whenever you sign in, you'll also be able to view the **administrator access code** for your school (see page 55). Once you have the administrator access code:

- It can be used by staff at your school, such as your principal, who would like view-only access to AP Registration and Ordering and AP Classroom.
- You can share this administrator access code with up to 5 staff members at your school.
- Staff who use this access code won't be able to add, delete, or change any information.

It's important to share the **administrator access code**—not the coordinator access code—with any staff members who need view-only and not ordering capabilities.

Technical Requirements

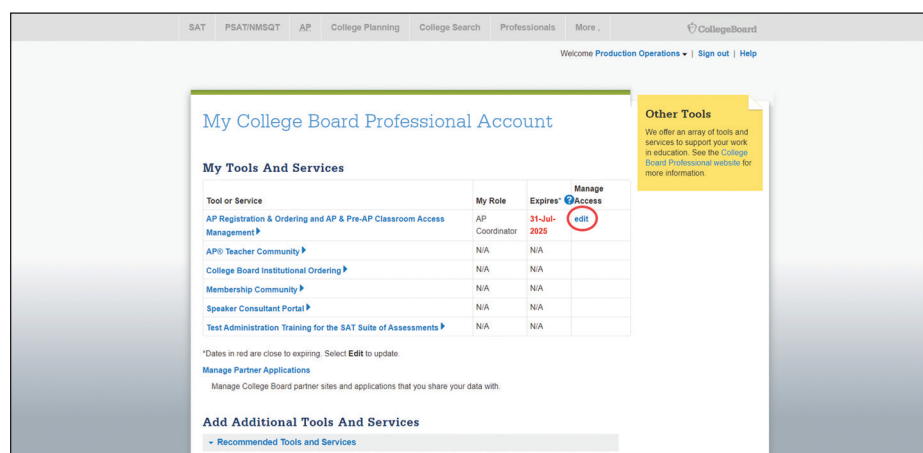
Use a computer that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge, and is connected to the internet.

Coordinators Representing Multiple Schools

If you're the AP coordinator for more than one school, you receive an access code for each school you represent. You'll initially sign in using one access code and will need to enter the access codes for the other schools because you'll need to submit a separate exam order for each school.

To enter additional access codes:

- Click your name in the upper right on your AP Registration and Ordering homepage.
- Go to **My Dashboard**.
- Under **My Tools and Services**, click **Edit** next to **AP Registration & Ordering and AP & Pre-AP® Classroom Access Management**.
- Enter the additional access code(s).



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

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

- Complete initial setup in **AP Registration and Ordering**. Select the option indicating that your school plans to order and administer any AP Exams. (See pages [46–50](#).)
- Complete the **AP Participation Form**. (See pages [51–54](#).)
- Create an **exam only** section for each subject for which you'll be administering exams. (See pages [64–65](#).)
- Provide students with the appropriate **join code** for each exam only section. (See pages [66–68](#).)
- Be sure that students enroll in the exam only section for each AP Exam they'll be taking at your school. (See page [69](#).)
- Organize your exam roster, ensuring that exams for every student who plans to test this year are included in your exam order. (See pages [80–97](#).)
- Submit your exam order by **November 14 (11:59 p.m. ET)**. (See page [100](#).)
- Submit any changes to your initial exam order and exam orders for courses that started after the November ordering deadline by **March 13 (11:59 p.m. ET)**. (See page [101](#).)

Schools That Don't Administer AP Exams

If you're the AP coordinator for a school that offers AP courses but doesn't administer AP Exams (i.e., your students go to other schools to take their exams), complete these steps:

- Complete initial setup in **AP Registration and Ordering**, and select the option indicating that your students' AP Exams will be ordered by another school or your district office. (See pages [46–50](#).)
 - Complete the **AP Participation Form**. (See pages [51–54](#).)
 - Create class sections for each AP class offered at your school (if teachers haven't already done so) so AP teachers can utilize AP Classroom resources with their students. (See pages [60–64](#).)
 - Students will need to enroll in **both** the applicable class sections at your school for the AP courses they're taking **and** in the exam only sections at the school where they'll take exams.
 - For class sections at your school: Each AP teacher should provide students with the appropriate join code to enroll in their class section. The **Order Exam?** status will be set as "No" for students in these class sections. See page [83](#).)
- NOTE:** 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 page [37](#).)
- 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.

Schools That Only Administer AP Exams	Schools That Don't Administer AP Exams
Create Exam Only sections	Create class sections
Distribute join codes to students	Distribute join codes to students
Students enroll	Students enroll
Order Exam? is automatically set to Yes	AP coordinator sets Order Exam? status to No
AP coordinator submit exam orders	Students access instructional resources assigned by AP teachers

Initial Setup

After you sign in to AP Registration and Ordering using your 2025-26 access code, if you haven't already completed setup for 2025-26, you'll be brought to the Setup section. You need to complete the information in the **School Information and Participation Contacts** and **Exam Administration** sections.

The information in these sections is needed to generate your AP Participation Form. All required fields in these sections must be completed before you can take other actions in AP Registration and Ordering. If the answers don't apply to your school/test center, either skip the question (if not required), enter "0," "N/A," or select the first option. You also need to review the information on a few other setup screens.

Setup must be completed each year.

BEST PRACTICE: *Gather information needed for the Setup section in advance.*

The following are the information and decisions needed to complete setup. Information can be updated after completing setup if needed, except for the items noted below.

- ☐ Contact information for the AP coordinator, principal, additional authorized staff person (if applicable), and technology coordinator
- ☐ Your school's start and end dates for the academic year (*this item **can't** be updated after completing setup*)
- ☐ The number of total students (not just AP) in each grade level at your school
- ☐ The total percentage of students at your school (not just AP) who are Free and Reduced Price Lunch (FRPL) eligible
- ☐ Whether your school administers AP Exams (including AP Art and Design Exams) and whether the exam is required for students taking AP classes (*this item **can't** be updated after completing setup*)
- ☐ Whether your school is willing to administer exams to outside students
- ☐ The amount students pay, on average, for each AP Exam (*this item **can't** be updated after completing setup*)
- ☐ How your school weighs AP course grades in a student's GPA (*this item **can't** be updated after completing setup*)
- ☐ Whether you want AP teachers to have the ability to move or drop students from their class sections
- ☐ The percentage of AP students who use devices provided by your school to complete assignments (*this item **can't** be updated after completing setup*)
- ☐ The types of devices your school makes available to AP students, either 1:1 or via laptop carts (*this item **can't** be updated after completing setup*)

School Information and Exam Administration

First, you'll complete the **School Information** and **Exam Administration** screens. This information will generate your AP Participation Form.

Provide contact information for the AP coordinator, additional authorized staff person (if applicable), principal, and your school or district technology coordinator.

It's important to confirm that the **technology coordinator** listed for your school is correct. The designated technology coordinator is responsible for configuring the school network and installing apps on school-managed devices, and the AP Program will send them technology details and updates throughout the school year. See [View Bluebook technology tasks](#).

Provide **school population data** if your district wants or requires College Credit 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.

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 *
John	P	Doe
Telephone *	Fax	

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

AP Registration and Ordering Setup

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School InformationExam AdministrationExam Decision IndicatorRoster ManagementParticipation Form

Provide AP Exam Administration Information

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.*

☒ My school expects to order and administer at least one AP Exam (inclusive of Art and Design).

☐ 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 Exam is

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

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

☐ For all courses, we require all students in the course to take the exam.

☐ For all courses, students are given the choice of taking the AP exam.

☐ Varies by course—for some but not all AP courses, we require all students in the course to take the exam.

[← Back](#)[Save & Continue](#)

Important:

If you know that your school will be ordering and administering AP Exams in **any** subject this school year (including AP Art and Design)—or even if you're not sure—select the option **My school expects to order and administer at least one AP Exam (inclusive of Art and Design)**.

You won't be able to change your selection for item 1 on the Exam Administration screen (whether your school administers exams) after you complete the setup process. Only select **Our students' AP Exams will be ordered by another school or by our district office** if you're certain your school won't be ordering or administering any AP Exams in 2026. If you have any uncertainty about this, then select the option that your school expects to administer exams. There's no penalty for selecting this even if your school ultimately doesn't order or administer AP Exams in 2026.

Student Exam Decision Indicator Information

If you indicate on the Exam Administration screen that your school will administer exams, you'll next review and acknowledge information about the exam decision indicator.

By default, all students are set with an order exam status of **Yes** when they join a class section. The exam decision indicator is a setting you can adjust if you'd prefer for students to indicate whether they intend to take an exam rather than being automatically set as Yes.

AP Registration and Ordering Setup

School Information Exam Administration Exam Decision Indicator Roster Management Participation Form

Student Exam Decision Indicator: Review this Information

By default, students who enter a join code are included in your exam roster and their exam order status will be set to "Yes" unless you modify it.

If you'd prefer for students to indicate their exam order status themselves, you may change the **Student Exam Decision Indicator** to the "Advanced" setting. By default, the Advanced setting sets students' exam order status to "Undecided" for all course-takers/enrollees. If you choose to use the Advanced setting, each student will be responsible for selecting an exam order status of **"Yes"** or **"No"** by the deadline you specify.

You will possess the ability to directly modify students' exam order status before you submit your order, irrespective to what students select.

To review or modify the Student Exam Decision Indicator, go to the **Settings** page after you complete setup. You have **7 days** to change the student exam decision indicator after completing setup. After 7 days, you won't be able to change the indicator.

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

[← Back](#) [Save & Continue](#)

The screen about the exam decision indicator in setup is only an acknowledgment screen. You can't change the indicator setting from here.

Important:

You have **seven days** from the time you complete setup to change the student exam decision indicator. After seven days, you won't be able to change the indicator.



See "[Student Exam Decision Indicator Setting](#)" for details about the student exam decision indicator setting and how to change it.

Teacher Ability to Drop and Move Students

On the next screen—**Roster Management**—you'll review settings about teachers' ability to drop and move students from their class sections.

- By default, teachers can drop students from their class sections or move students between their own class sections. If you represent a school or test center that doesn't have any AP teachers, you may select this default setting. (There won't be any impact on the rest of your setup and use of AP Registration and Ordering.)
- If you'd prefer that teachers **not** be able to drop or move students from class sections, 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 2026, you must complete the information in the AP Registration and Ordering Setup section, and then electronically sign and submit the AP Participation Form that's generated.

Important:

To ensure you receive the email notification about your AP Participation Form, please add @docusign.net to your address book. If you don't get an email after completing setup notifying you that your Participation Form is ready for your review, go to **Settings** to access your AP Participation Form.

The last screen in Setup indicates that your AP Participation Form has been generated. You'll also receive an email when your AP Participation Form is ready to review and sign.

The screenshot shows the 'AP Registration and Ordering Setup' progress bar with five steps: School Information, Exam Administration, Exam Decision Indicator, Roster Management, and Participation Form. The Participation Form step is currently active. Below the progress bar, the 'Participation Form' section contains a message about the generated 2020-2021 AP Participation Form, a note about the signature request email, and instructions to click the 'Continue to Dashboard' button. At the bottom, there are 'Back' and 'Continue to Dashboard' buttons, and a 'Top' link in the bottom right corner.

- The Participation Form must be completed, electronically signed, and submitted through AP Registration and Ordering every year.
- The form has spaces for the AP coordinator to electronically add their initials and signature to confirm their understanding and acceptance of the policies stated in the form.
- You may print a copy of the completed form for your records. **Don't mail a copy of the form to the AP Program.**

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 School Information section in AP Registration and Ordering, but you won't need to resubmit the form.

The screenshot shows a web interface for the AP Participation Form 2025-26. At the top, a dark blue header bar contains the text "Please review the documents below." on the left, and "FINISH" and "OTHER ACTIONS" on the right. Below the header is a toolbar with icons for search, zoom, and other document functions. The main content area has a light gray background. On the left, there is a vertical sidebar with a yellow "START" button. The central white box contains the AP logo, the title "AP Participation Form 2025-26", and several paragraphs of text explaining the form's purpose, signing requirements, and instructions. At the bottom of the white box, it says "STEP 1: PROVIDE EXAM ADMINISTRATION INFORMATION".

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 you can submit the exam order.

Complete and submit the AP Participation Form well before the November 14 exam ordering deadline. If your school's exam order is submitted after the ordering deadline 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.

How to Use AP Registration and Ordering

If you begin reviewing the AP Participation Form, you may return to it later. You'll see an alert on the AP Registration and Ordering home screen until you sign and submit the form.

NOTE: The screenshot above is an example and **doesn't** reflect this year's dates.

Viewing Completed Setup Information

After you've completed the setup screens, you can view a record of the information you provided. Go to **Settings** and then to **School Information and Participation Contacts**.

Updating AP School Honor Roll Data

To be considered for the 2026 AP School Honor Roll, AP coordinators should ensure their school's 2025-26 data for schoolwide 12th-grade enrollment is provided under the "Student Population" field. If a school does not wish to be considered for the AP School Honor Roll, the AP coordinator should leave this data field blank. If your school doesn't have a 12th grade, enter zero. This field can continue to be updated even after your information has been submitted.



A new AP coordinator must meet all AP coordinator eligibility requirements. See page 11.

Updating AP Coordinator Information

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

The principal should give the new AP coordinator the 2025-26 AP Registration and Ordering access code and the instructions from the AP Program about signing in to AP Registration and Ordering for the first time. The new AP coordinator enters their information in the **School Information** section and should remove the information for the previous AP coordinator.

- 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.

NOTE: Any changes to staff entered in the **School Information** section on the **Settings** page should also be updated promptly.

AP Course Audit Process

Step 4 in the AP Participation Form asks you to confirm information about your school's AP Course Audit.

- AP coordinators need to verify that their school's designated AP Course Audit administrator has confirmed that the 2025-26 AP Course Ledger accurately reflects their school's AP offerings.
- If needed, confirm your school's AP Course Audit administrator with 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 pages 61–62 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 to enable class section creation for their courses.

AP Participation Survey

In September, you'll receive an email with a link to the 2025-26 AP Participation Survey, which must be completed for your school. You'll complete this brief survey online.

The feedback provided from AP coordinators through the survey helps the AP Program make important program decisions, informs the development of new AP-related initiatives, and identifies important state and regional trends that affect our policies related to exam funding and professional development offerings.

Managing Teacher Access

AP coordinators can view a list of all teachers at their school who currently have access to AP Classroom and who can be selected for class sections.

- Go to **Settings**.
- Select **Access Management**.

If any teachers are listed who are no longer at your school, you can disable their access from the Access Management page.

Accessing AP Registration and Ordering After Completing Setup

After you've completed setup, you'll have access to your personalized homepage. This is the first page you'll see anytime you sign in to myap.collegeboard.org or sign in from AP Central. To get to your personalized homepage, click the **Home** link at the top of the screen when you're signed in.

Your homepage is where you'll be able to access AP Registration and Ordering from the link at the top of the page.

The screenshot shows the AP Registration and Ordering homepage. At the top, there's a navigation bar with 'AP' and a user profile icon. Below the navigation bar, a welcome message 'Welcome, Ankit!' is displayed. The main content area is divided into several sections: 'AP Registration and Ordering' (highlighted with a red box), 'Principal Sandy Ware', 'AP Coordinator Beth Brown', 'Coordinator Access Code 000000', 'Administrator Access Code 111111', 'Student Registrations' (with a table showing 0 students and 0 enrollments), 'Exam Registrations' (with a table showing 0 taking, 0 not taking, and 0 undecided), 'Cost' (with a table showing \$0 total cost), and 'Orders' (with a 'Not submitted' status and a note about the participation form).



Your homepage after signing in is where you'll always be able to access AP Registration and Ordering.

NOTE: The screenshot above is an example and **doesn't** reflect this year's dates.

You can view reports and teacher resources for each course in AP Classroom. **Reports** provides you with a one-stop shop for student results on all assignment types, including Progress Checks, and summary information on AP Classroom usage. For details on how teachers use AP Classroom, see the [Resources and Tools for AP Teachers and Students](#) section of this manual.

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

Teachers	AP Registration & Ordering →		AP Classroom Progress Dashboard →	
	Student Enrollments	Exam Registrations	Students Active	Last Unit Assessed
Duncan Cooper	2	2	2	Unit 6: Integration and Accumulation of Change
Livia Dumbrava	0	0	0	-
Pierre-Marie Fort	1	0	1	-
Bill Lankenau	1	1	1	Unit 1: Limits and Continuity
Michael Robertson	2	1	2	Unit 5: Analytical Applications of Differentiation
Catherine Walsh	1	1	1	-
Exam Only	0	0	-	-



You can [view a video](#) about student exam decisions.

Student Exam Decision Indicator Setting

If you want to change the student exam decision indicator, do this **within the first week** after you complete setup in AP Registration and Ordering. To change the student exam decision indicator, go to **Settings**.

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

There are two options for the student exam decision indicator:

- **Default Setting:** All students have an **Order Exam?** status of **Yes** when they enroll in class sections. If this is the option you prefer, there's no further action.
- **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:

- 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 won't be able to 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 14 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, on the **Students** page, 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 must still review the exam roster and submit the exam order.

- 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 14 and need to make changes, you'll need to submit the changes to the order.
- The late order fee is applied only to exams ordered for full-year or fall-semester courses after the November 14 final ordering deadline.

With the default setting, if a student enrolls in a full-year class section or spring-semester class section *after* November 14, that student's exam registration will be automatically set at **Yes**.

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



See page [83](#) for details on changing students' exam registration before finalizing your exam order.

Courses

Exam Date

Order Exam?

Teachers

AP Fee Status

Special Materials

SSD ID

Accommodations

Course Type

Order Status

Fees

Actions

Download Student Roster

Incident Report Submission (View History)

Search by AP ID or Last Name

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
<input type="checkbox"/>	Dee Akay	AP Environmental Science	Lte - Digital 5/17 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Latin	Std - Digital 5/12 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP United States History	Std - Digital 5/05 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Richard Ali	AP Physics C: Electricity and ...	Std - Hybrid 5/09 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Physics C: Mechanics	Std - Hybrid 5/09 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Michelle Alsop	AP Human Geography	Std - Digital 5/04 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Jacqui Anderson	AP Calculus BC	Std - Hybrid 5/08 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	John Angel	AP Microeconomics	Std - Hybrid 5/05 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>		AP Physics 2	Std - Hybrid 5/12 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	James Atkins	AP Physics 1	Std - Hybrid 5/11 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Physics C: Electricity and ...	Std - Hybrid 5/09 8 AM	Yes	<input type="checkbox"/>	Actions

NOTE: The screenshot above is an example and doesn't reflect this year's current exam dates.

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 within 7 days of completing setup, go to **Settings**. Select **Exam Decision Indicator: Advanced Setting**.
- If you prefer to use the advanced setting, 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 14 final exam ordering deadline without incurring any additional fees (i.e., changing a student's exam decision from **No** to **Yes** or from **Undecided** to **Yes**).
- 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 +

Student 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.

☒ **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.

☐ **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 the Final Ordering Deadline.

For full-year or first-semester courses:
Preferred Ordering Deadline
 October 4th, 2024, 11:59 PM EDT
Final Ordering Deadline
 November 15th, 2024, 11:59 PM EST

For courses that begin after the Final Ordering Deadline:
Spring Course Orders and Fall Order Changes Deadline
 March 14th, 2025, 11:59 PM EDT

Save

Roster Management +

Access Management +

Top ^

NOTE: The screenshot above is an example and **doesn't** reflect this year's current dates.

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. Students will see the decision deadline listed for their course(s) on their My AP homepage.

The student decision deadline is defaulted to one week before the November 14 final ordering deadline (for full-year or fall-semester courses) and one week before the March 13 spring course orders and fall order changes deadline (for courses that start after November 14). You can change the decision deadline to any date you prefer, but keep in mind:

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

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 3) if you've set your student decision deadline to a date after October 3.**

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.



You can [view a video](#) about creating class sections.

2. Creating AP Class Sections and Exam Only Sections

Learn how to:

- Create class sections and exam only sections in AP Registration and Ordering.
- Confirm teachers have completed necessary AP Course Audit steps to enable class sections to be created.
- 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 initial setup in AP Registration and Ordering, the AP coordinator needs to create class sections, if teachers haven't already done so. **Class sections must be created as soon as possible, before your school's classes or exam registration period begins.**

- **Class sections** need to be created in AP Registration and Ordering to associate students with the classes and exams they're taking. Each class section is associated with an AP teacher.
 - ♦ Once students enroll in their class section(s) through My AP, students and teachers are able to utilize AP Classroom assignments, and students are included in the AP coordinator's exam roster.
 - ♦ Class sections can only be created for AP teachers who teach a course authorized through the AP Course Audit. For example, if an instructor at your school is only authorized to teach AP United States History, you can only create class sections for that teacher for AP United States History.
- **Exam only sections:** 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 "[Exam Only Sections](#)" for details.

Important:

If teachers at your school already created class sections, review the class section names to ensure they're consistent and align with the naming standard at your school. Remember that class section names are what appear in your school's AP score reports. If you need to make any changes, you can edit the class section names even if teachers created the sections. See page [66](#) for details about editing sections.



AP coordinators can download a list of all join codes. See page [68](#).

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 "[Join Codes](#)" later in this section for details.) Class sections must be created for all AP courses.

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 subject 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.

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 below.)

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.

Confirming AP Course Audit Approvals Before Creating Class Sections

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 AP Registration and Ordering when you create class sections, contact your AP Course Audit administrator. If you're unsure who the administrator is, ask your school's principal.

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.

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 taught a course audit-authorized course 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.

NOTE: The school's AP Course Audit administrator must renew previously authorized courses by **January 31, 2026**, for teachers to maintain AP Classroom access for the 2025-26 school year, to have access to score reporting for the 2026 AP Exam administration, and to access AP Classroom in 2026-27.



Helping Students Join Your AP Class Section at the end of this manual provides step-by-step directions for teachers. It can be downloaded from cb.org/apresourceslibrary.

- **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 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:** New AP teachers will need to complete the course authorization process in order to maintain access to AP resources after January 31, 2026.

For more information, see the [AP Course Audit Teacher and Administrator User Guide](#).

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 fill out the contact form at [cb.org/apeducatorcontact](https://apcentral.collegeboard.org/apeducatorcontact). The AP Course Audit help line is available Monday–Friday, 8 a.m.–5 p.m. ET.

How to Create a Class Section

In AP Registration and Ordering:

- Click **Courses**.
- Click **+ Add Course** on the far right if a course isn't listed. Enter the course information on the next screen.
- Click **+ Add Section** next to the course. Enter the information in the next screen.

AP Registration and Ordering

Home

Courses

Students

Orders

Packing List & Invoice

Settings

Courses

Enrollment

Order Exam?

Teachers

Download Section Info with Join Codes

+ Add Course

Course Name	Section	Teacher	Student Registrations	Exam Registrations
AP 2-D Art and Design	<div>12 Sections</div> <div>+ Add Section</div>		46/10,409	42/46
AP 3-D Art and Design	<div>10 Sections</div> <div>+ Add Section</div>		31/10,359	28/31
AP Art History	<div>17 Sections</div> <div>+ Add Section</div>		127/10,683	117/127
AP Biology	<div>26 Sections</div> <div>+ Add Section</div>		425/10,964	421/425
AP Calculus AB	<div>21 Sections</div> <div>+ Add Section</div>		418/10,779	400/418

Add Section

AP Art History

Section Name *

Enter Section Name...

Maximum number of students *

40

Course Schedule *

☒ Standard Full Year
 ☐ Exam Only

Teachers *

Choose...

Cancel

Create Section

- **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'll 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.
 - ♦ **Fall Semester Only:** Use this option if the class section begins and ends during the current calendar year. These orders must be finalized by the November 14 ordering deadline so they don't incur a late order fee.
 - ♦ **Spring Semester Only:** Use this option if the section begins after the November 14 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 at your school; for example, independent study students, homeschooled students, or students from another school, including a virtual school. See the next page for more information about exam only sections.
- **Teachers:** The dropdown list shows the teachers at your school who have added the course in AP Course Audit. You can indicate up to 3 teachers for a class section.
- **For AP Seminar Only:** There's a field for "high school credit type" for Seminar class sections.

After you create class sections, Spring Semester Only class sections are indicated by a number “2” next to the section name in the roster.

Block 2	David Moyez	0/40	0/0	Actions	▼
Block 4	David Moyez	0/40	0/0	Actions	▼
Ⓢ Block 6	David Moyez	0/40	0/0	Actions	▼



For details about which students are considered high-school affiliated, see page 33.

Exam Only Sections

You'll need to create an exam only section if your school administers AP Exams to high school-affiliated students who aren't enrolled in a course at your school, for instance:

- 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 who will be testing at your school.
- Homeschooled students who will be testing at your school.
- Virtual school students who will be testing at your school.
- Recent high school graduates who need a specific AP Exam for university admission. (See page 33 for details.)

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

Create an exam only section for each subject for which there are students only taking the exam at your school.

It's recommended you create a separate exam only section for each exam subject that homeschooled, independent study, and/or virtual school students will be taking at your school. You may want to include information—such as “homeschooled”—in these exam only section names to help with your tracking.

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 teacher-led class sections. Note: Students will be able to access AP Classroom resources that don't need to be assigned, such as AP Videos.
- 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 school or provider—see page 30 for details.

If a student is taking the AP course at another school, they'll likely be enrolled in a class section for the course with an order exam status of **No** at the other school.

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 on the **Courses** page. On 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.

Add Section ✕

AP Art History

Section Name * Maximum number of students *

Course Schedule *

☐ Standard Full Year ▼

☒ Exam Only

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 14

There's **not** an option for a spring 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 14 final ordering deadline. You may need to submit the exam order for these students after November 14.

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

- The Spring Semester class section for the subject at the school they attend. The student's **Order Exam?** status should be **No** for this class section.
- AND
- 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 Spring Semester class section for the subject, the late order fee isn't applied if you submit the exam order for this student after November 14.

BEST PRACTICE: Make sure the student is enrolled in both the Spring Semester Only 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 14 for a student who's in a Spring 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 used 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.

Courses

Course Type

Enrollment

Teachers

Download Section Info with Join Codes

+ Add Course

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	+ 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

Edit Section

Delete Section

See Join Code

See Transfer Code

NOTE: If a new teacher is added to an existing class section, that teacher has 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.

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.

To be accounted for in the exam order, students must use a join code to enroll in a class or exam only section.



You can [view a video](#) about join codes.



Helping Students Join Your AP Class Section
at the end of this manual provides step-by-step directions for teachers. It can be downloaded from cb.org/apresourceslibrary.

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.

NOTE: Students who transfer to your school after the November 14 final ordering deadline will need a **transfer code** instead of a join code—see pages 77–78.

Only AP coordinators can provide the join code to students in an **exam only 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.)

The screenshot shows a web interface titled "Join Code" with a close button (X) in the top right corner. Below the title is the section name "AP Art History - Period 1". A message states: "No students have signed up yet. Share this code so students can sign in and enroll in this section." The join code "7KK3QV" is displayed in a large font. Below the code is a URL "https://myap.collegeboard.org/" with a small icon. At the bottom, there are two buttons: "Print Code" and "Expire Code". Below the "Print Code" button is the text "Print an info sheet to post or hand out." Below the "Expire Code" button is the text "Deactivate the current join code and generate a new one."

NOTE: The join code shown in this image is just an example. Use only the join code generated for each class section in AP Registration and Ordering.

- **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 [Helping Students Join Your AP Class Section](#) at the end of this manual 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.

<div> <div>Courses</div> <div>Enrollment</div> <div>Teachers</div> </div>					
<div> <div>Download Section Info with Join Codes</div> <div>+ Add Course</div> </div>					
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 + Add Section		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 unintended students enroll 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, and a new join code is created for 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 are enrolled in a class section who shouldn't be, you'll be able to drop them. (See pages [74–76](#) for details on dropping students from class sections.)

3. Helping Students Enroll in Their AP Class Sections

Learn how to:

- Advise students and teachers about how students join class sections and exam only sections.
- Manage student enrollment—including transfer students, dropping students from class sections, and moving students between class sections.
- Download a student roster.

Signing in to My AP

Students should sign in to My AP with their College Board login information.

If students don't have a student account, they can click the **Create Account** link.

If students have trouble remembering their account information or whether they have an existing account, they can follow on-screen instructions to try retrieving their information.

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.

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

Joining an Exam Only Section

If you have high school-affiliated 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, ensure the student completes their enrollment by the next day.

NOTE: For details about which students are considered high-school affiliated, see page 33.

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** after they enroll in their class sections.



Joining Your AP Class Section at the end of this manual provides step-by-step directions for students. It can be downloaded from cb.org/apresourcelibrary.



See pages 56–59 for details about the student exam decision indicator setting.



See the [Resources and Tools for AP Teachers and Students](#) section of this manual for detailed information, including screenshots, about how students enroll in sections through My AP.

Providing Registration Information

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

Students only need to provide registration information once each school year. Students need to check the information that's already filled in and provide the remaining information.

- If any of their names (first and last), middle initial, or date of birth need correcting, have them contact AP Services for Students after they've completed their registration to adjust the information.
- If a student updates any other information in their AP Profile, they'll also need to update their College Board account. The updated information in their AP Profile won't automatically carry over to their College Board account.

Important:

Remind students to be careful when selecting their **school name** during registration. If students have to search for their school name, there could be multiple search results of the same school name. The city and state are listed next to the school name; students can also limit their search by zip code (see page 112). To ensure accurate score reporting, students need to select their correct school.

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

Registration information is used to produce a unique AP ID label sheet for each student registered for hybrid digital AP Exams or exams not delivered through Bluebook (world languages, AP Music Theory, AP Spanish Literature and Culture). (See the [AP ID Label Sheets](#) section of this manual.)

Indicating Recipient of Free Score Report

Make sure students understand that if they'd like a college, university, or scholarship program to receive their free score report, they must provide this information at cb.org/apfreecoresend by **June 20, 2026**.

A student's score report includes the scores for all AP Exams they've taken, including those from previous years (unless they've chosen to cancel or withhold scores).

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 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 class section to enroll. If you've already submitted your initial order, you'll need to update your order.

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 for these scenarios.

Important:

It's important to use the correct action in AP Registration and Ordering. Using an action incorrectly risks incurring unintended late order or unused/canceled exam fees.

This table provides an overview of these actions. Review details on the following pages.

Action	Scenario
Drop a student from a class section. (See pages 74–76 for details.)	A student 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 (change class section or give the student the new join code). (See pages 76–77 for details.)	A student needs to be moved from one class section to another class section for the same course in their school. 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 pages 77–78 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 not applied.
A student transfers out of your school; indicate the student as transfer out in AP Registration and Ordering. (See pages 78–79 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 so your roster will be accurate and the exam fees associated with the student are removed from your final invoice.



You can [view a video](#) about changing class sections and dropping students.

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.

Courses

Enrollment

Teachers

Download Section Info with Join Codes

+ Add Course

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

How to Use AP Registration and Ordering

To view all enrollments, not just enrollments for a particular section or course, go to the student roster on the **Students** page.

AP Registration and Ordering

HomeCourses**Students**OrdersPacking List & InvoiceSettings

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

SSD ID ? ▾Order Status ▾Subsidy ▾Fees ▾

[Download Student Roster](#)

Search by AP ID or Last Name

Student Name ^	Course Name ⇅	Exam Date	Order Exam? ?	AP Fee ...	
Smith, Jane	AP Art History	Std - Digital 5/08 12 PM	Undecided ▾	Standard ▾	Actions ▾
	AP Biology	Std - Hybrid 5/11 8 AM	No ▾	Standard ▾	Actions ▾
	AP Calculus AB	Std - Hybrid 5/05 8 AM	No ?	Standard ▾	Actions ▾
	AP Calculus BC	Std - Hybrid 5/05 8 AM	Yes ▾	Standard ▾	Actions ▾
	AP Calculus BC	Lte - Hybrid 5/22 8 AM	Unused ▾	Standard ▾	Actions ▾
	AP Chemistry	Std - Hybrid 5/07 8 AM	Undecided ▾	Standard ▾	Actions ▾

Search for Students

You can search for a specific student in the roster by typing their last name or AP ID into the search field. You can't search by first name.

You can use the filters at the top of the student roster to view by specific parameters.

AP Registration and Ordering

HomeCourses**Students**OrdersPacking List & InvoiceSettings

Courses ▾Exam Date ▾Order Exam? ▾Teachers ▾AP Fee Status ▾Special Materials ▾

SSD ID ? ▾Accommodations ▾Course Type ▾Order Status ▾Fees ▾

Actions ▾ ? [Download Student Roster](#) Incident Report Submission (View History) ?

Search by AP ID or Last Name

<input type="checkbox"/>	Student Name ^	Course Name ⇅	Exam Date	Order Exam? ?	Reduced Fee	
<input type="checkbox"/>	Andre Clark	AP Environmental Science	Lte - Digital 5/17 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>		AP Latin	Std - Digital 5/12 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>		AP United States History	Std - Digital 5/05 8 AM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>	Mary Doole	AP Physics C: Electricity and ...	Std - Hybrid 5/09 8 AM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>		AP Physics C: Mechanics	Std - Hybrid 5/09 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾

NOTE: The screenshots above are just examples and **don't** reflect this year's current exam dates.

Download Student Roster

From the **Students** page, you can download a list of all students by clicking **Download Student Roster**. You'll also be able to download filtered lists if you'd like to have a roster reflecting certain parameters.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, **Students**, Orders, Packing List & Invoice, and Settings. Below these are several filter dropdown menus: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, Special Materials, SSD ID, Accommodations, Course Type, Order Status, and Fees. In the main area, there are two buttons: 'Download Student Roster' (highlighted with a red circle) and 'Incident Report Submission (View History)'. A search bar is also present with the placeholder text 'Search by AP ID or Last Name'. Below the buttons is a table with columns: Student Name, Course Name, Exam Date, Order Exam?, Reduced Fee, and Actions. The table lists two students: Amelia Potts and Elle King, each with three course entries.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
Amelia Potts	AP Environmental Science	Lte - Digital 5/17 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Latin	Std - Digital 5/12 12 PM	Yes	<input type="checkbox"/>	Actions
	AP United States History	Std - Digital 5/05 8 AM	Yes	<input type="checkbox"/>	Actions
Elle King	AP Physics C: Electricity and ...	Std - Hybrid 5/09 8 AM	Yes	<input type="checkbox"/>	Actions
	AP Physics C: Mechanics	Std - Hybrid 5/09 12 PM	Yes	<input type="checkbox"/>	Actions

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

If you download the full (unfiltered) student roster, it will contain the following:

- Student name
- Grade
- School code for the school each student attends
- Email address
- AP ID
- School student ID (if applicable/provided)
- Name of each course and class section each student is currently enrolled in, the class section name, and teacher name (if applicable)
- Enrollment date (the date the student enrolled in a class section using the join code)
- Fee reduction status (Reduced or Standard)
- Any special format exam materials you've indicated for each student
- Approved accommodations
- SSD ID (if applicable)
- Exam registration (Yes, No, or Undecided) for each class section or exam only section each student is enrolled in
- Date and testing window (regular, late) of each exam each student is taking
- Order status (whether the exam order has been submitted) and the latest order submission date
- Information about whether the student has any late order, unused/canceled exam, and/or late-testing fees

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

How to Use AP Registration and Ordering

In the student roster, if a teacher has confirmed student registration (if that setting was enabled), you'll see a small icon in the **Order Exam?** field for the applicable subject for the student.

AP Registration and Ordering

Home

Courses

Students

Orders

Packing List & Invoice

Settings

Courses

Exam Date

Order Exam?

Teachers

AP Fee Status

Special Materials

SSD ID

Accommodations

Order Status

Fees

Actions

Incident Report Submission (View History)

Search by AP ID or Last Name

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
<input type="checkbox"/>	Amanda Potts	AP United States History	Std - Digital 5/10 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Elle King	AP Biology	Std - Hybrid 5/16 12 PM	& Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Sample Student	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Calculus AB	Std - Hybrid 5/13 8 AM	No	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Calculus BC	Lte - Hybrid 5/24 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Seminar	Std - Digital 5/07 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Andre Clark	AP 2-D Art and Design	See Submission Deadline	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Computer Science Principles	Std - Digital 5/15 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Mary Doole	AP 2-D Art and Design	See Submission Deadline	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Drawing	See Submission Deadline	No	<input type="checkbox"/>	Actions

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

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 pages 78–79 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 and class section.

NOTE: Students can't drop themselves from a class section.

AP Registration and Ordering Home Courses Students Orders Packing List & Invoice Settings

Courses Exam Date Order Exam? Teachers AP Fee Status Special Materials

SSD ID Accommodations Course Type Order Status Fees

Actions Download Student Roster Incident Report Submission (View History) Search by AP ID or Last Name

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
<input type="checkbox"/>	Amelia Potts	AP Environmental Science	Lte - Digital 5/17 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Latin	Std - Digital 5/12 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP United States History	Std - Digital 5/05 8 AM	Yes		Change Section Drop Student Transfer Out <input type="checkbox"/> Student tested with an accommodation
<input type="checkbox"/>	Elle King	AP Physics C: Electricity and ...	Std - Hybrid 5/09 8 AM	Yes		
<input type="checkbox"/>		AP Physics C: Mechanics	Std - Hybrid 5/09 12 PM	Yes		

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 you've already submitted your exam order:** 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 you haven't yet submitted your exam 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 once you drop them from the class section. 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 pages 76–77).

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 drop the student from the AP Biology class section. You or the AP Chemistry teacher can give the join code for the AP Chemistry class section to the student so they can enroll.

After you drop a student, in the student roster you'll initially see a **D** next to the course they've been dropped from. (See example below.)

- If there's no outstanding cost associated with the student, the dropped course will eventually be removed from the student's name in the roster.
- If the course the student was dropped from was their only course, the student will ultimately be removed from the roster.

NOTE: If you submitted the initial order before November 14 and already collected exam fees from students, you'll need to have a plan for tracking payments and necessary refunds outside of AP Registration and Ordering.

<input type="checkbox"/>	Jennifer Smith	(D) AP Art History		No	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>		AP Comparative Government a...	Lte - Digital 5/18 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>		AP Computer Science A	Std - Digital 5/03 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>		AP French Language and Cult...	Standard 5/11 8 AM	Yes	<input checked="" type="checkbox"/>	Actions

NOTE: The screenshots above are just examples and **don't** reflect this year's current exam dates.

NOTE: AP teachers can also drop students from their class sections if you've left that functionality enabled (see page 50). If the student's **Order Exam?** status is **Yes** and the exam order has already been submitted, the student is automatically moved to an exam only section named **Dropped Students** for the course after the teacher drops them from their class section. This section functions like any other exam only section, but is created automatically when a student is dropped. 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 "[Ordering AP Exams](#)" in this manual for details about submitting changes to your exam order.)

This is an example of a roster with a Dropped Students Exam Only section.

Courses

Course Type

Enrollment

Teachers

[Download Section Info with Join Codes](#)
[+ Add Course](#)

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
	Period 6	Sarah Jones	0/40		Actions
AP European History	+ Add Section		0/40		
	Period 8	Judy Harper	0/40		Actions

Move a Student (Change Section)

If a student needs to be moved from one class section to another for the same course within their same school, you can either:

- Select **Change Section** from the **Actions** column next to the student's name and class section. (See the next page.)

OR

- Have the student enroll in the new class section through My AP using the join code for the new section. By doing this, the student will be moved from the old section to the new section.

When a student changes a class section—either by enrolling in the new section themselves or by the AP coordinator using the **Change Section** action—rather than being dropped from the section, the student's exam decision doesn't change, and no additional costs are incurred regardless of when the student's moved from one class section to another.

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 "[Drop a Student](#)").

AP Registration and Ordering Home Courses Students Orders Packing List & Invoice Settings

Courses ▾ Exam Date ▾ Order Exam? ▾ Teachers ▾ AP Fee Status ▾ Special Materials ▾
 SSD ID ② ▾ Accommodations ▾ Order Status ▾ Fees ▾

Actions ▾ Download Student Roster Search by AP ID or Last Name

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam? ②	Reduced Fee	Actions
<input type="checkbox"/>	Kristen Miller	AP Art History	Lte - Digital 5/24 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>		AP Chemistry	Std - Hybrid 5/06 12 PM ▾	Yes ▾	<input type="checkbox"/>	Change Section Drop Student Transfer Out
<input type="checkbox"/>		AP Computer Science Principles	Std - Digital 5/15 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>	John Anderson	AP Biology	Std - Hybrid 5/16 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>		AP Seminar	Std - Digital 5/07 12 PM ▾	Yes ▾	<input type="checkbox"/>	Actions ▾

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

If an AP teacher teaches multiple sections of a course, the teacher can move students from one of their class sections to another if you've kept this functionality enabled. (See page 50.) An AP teacher can't move a student to another teacher's class section.

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 additional fees.

REMINDER: This policy doesn't apply to students who transfer to or out of a class, or students who drop a class within your school.



You can [view a video](#) about transfer students.

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 a unique code per section that enables the transfer student to enroll in a class section at any time without incurring a late order fee for the exam. When a student uses a transfer code to enroll in a class section at your school, they're also removed from the class sections at their previous school.

Important:

The transfer code is different from the join code. For correct enrollment, 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, and the late order fee would be applied for each class section they enroll in after November 14 using a join code.

The transfer code can only be accessed and provided by the AP 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**.

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

Important:

You don't need to wait for the student to be transferred out of the class section at their previous school. The student can enroll in a class section at your school using the transfer code even if their previous school hasn't yet switched them to transfer out. Give the transfer code to the student as soon as they enter an AP course at your school.

Courses ▾	Course Type ▾	Enrollment ▾	Order Exam? ▾	Teachers ▾	
Download Section Info with Join Codes + Add Course					
Course Name ^	Section	Teacher	Student Registrations	Exam Registrations	
AP 2-D Art and Design	+ Add Section		1/40	1/1	
	Period 1	Test Teacher	1/40	1/1	Actions ▾
AP 3-D Art and Design	+ Add Section		0/0	0/0	
AP Art History	2 Sections ^		0/80	0/0	
	+ Add Section				
	Exam Only	Exam Only	0/40	0/0	Actions ▾
	Period 5	Test Teacher	0/40	0/0	Actions ▾
AP Biology	7 Sections ▾		1/262	1/1	
	+ Add Section				

After the student has enrolled in their class sections and/or exam only sections, review the student's information in your exam roster and order the necessary exams. If the student transfers after you've already submitted your initial exam order, you'll need to submit an update to your order.

NOTE:

- Provide the transfer code for a class section to a transfer student even if the student wasn't enrolled in a class section for the subject at their previous school.
- Using the transfer code doesn't automatically order an exam for a student. If a student enrolls with a transfer code after you've submitted your initial exam order, you'll need to update your exam roster and submit a change to your order.
- Provide the transfer code for each necessary class section to each student who transfers to your school 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 "[Move a Student \(Change Section\)](#)" for details).

Students Transferring Out of Your School

If the student transferring out of your school has already enrolled in class sections through My AP, 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, removes them from your exam roster, and removes any associated exam fees from your order.

Don't "Drop" the student from a class section.

How to Use AP Registration and Ordering

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) and fees will be removed from your exam order. (See page 100.)

AP Registration and Ordering

HomeCoursesStudentsOrdersPacking List & InvoiceSettings

Courses

Exam Date

Order Exam?

Teachers

AP Fee Status

SSD Materials

SSD ID

Order Status

Subsidy

Fees

Approval Status

[Download Student Roster](#)

Search by AP ID or Last Name

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
Apple, Test	AP Comparative Government and...	Std - Digital 5/22 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
	AP Computer Science A	Std - Digital 5/15 8 AM	Yes	<input checked="" type="checkbox"/>	
King, Elle	AP Biology	Std - Hybrid 5/18 8 AM	Yes	<input checked="" type="checkbox"/>	Actions

After you indicate a student as **Transfer Out**, a **T** will appear next to their name until you submit or resubmit your exam order. If you indicate the student as **Transfer Out** *after* your exam order has already been shipped in the spring, the **T** will remain next to the student's name.

Courses

Exam Date

Order Exam?

Teachers

AP Fee Status

SSD Materials

SSD ID

Order Status

Subsidy

Fees

Approval Status

[Download Student Roster](#)

Search by AP ID or Last Name

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
Apple, Test	AP Comparative Government and...	Std - Digital 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
	AP Computer Science A	Std - Digital 8 AM	Yes	<input checked="" type="checkbox"/>	Actions
Austin, Bethany	AP Chemistry	Std - Hybrid 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Italian Language and Culture	Standard 5/19 8 AM	Yes	<input type="checkbox"/>	Actions
	AP Japanese Language and Cult...	Standard 5/19 8 AM	Yes	<input type="checkbox"/>	Actions
	AP Spanish Literature and Culture	Standard 5/14 12 PM	Yes	<input type="checkbox"/>	Actions
King, Elle	T AP Biology		No		
Student, Apple	AP 2-D Art and Design	See Submission Deadline	Yes	<input checked="" type="checkbox"/>	Actions

NOTE: The screenshots above are just examples and **don't** reflect this year's current exam dates.

Important:

Your ability to transfer out the student isn't dependent on their new school enrolling them as a "transfer in." You can select **transfer out** in AP Registration and Ordering for the student as soon as they have officially transferred out of your school.

4. Ordering AP Exams

Learn How to:

- Organize the exam roster for order submission.
- Indicate late-testing exams.
- Indicate special materials needed for students with accommodations.
- Indicate students who are eligible for the College Board fee reduction.
- Change the sort value for the AP ID label sheet shipment.
- Indicate additional CDs for world language and Music Theory exams.
- Submit your exam order.
- Submit changes to your initial exam order.

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

- **October 3, 2025:** Preferred ordering deadline
- **November 14, 2025, 11:59 p.m. ET:** Final ordering deadline
- **March 13, 2026, 11:59 p.m. ET:** Spring course orders and fall order changes deadline



The first time you click the **Submit** button, you've submitted your initial exam order. If you need to make changes to your order after your initial submission, you'll need to submit those changes. See page [100](#) for details.

Exam Roster Management

Once students have enrolled, manage changes to your exam roster in preparation for the final ordering deadline of November 14. Any changes can be made until the November 14 deadline without any additional fees.

After November 14, continue to manage necessary changes leading up to the March 13 spring course orders and fall order changes deadline. Fees may apply to changes made after the November ordering deadline (new exam orders submitted or exams canceled). See the [AP Exam Ordering Deadlines, Fees, and Policies](#) section in this manual for details.

The following table outlines which tasks need to be completed by the November 14 ordering deadline and which tasks can be completed after November 14.

By the Nov. 14 Ordering Deadline	Can Be Completed After Nov. 14
Complete initial setup in AP Registration and Ordering.	Ensure class sections are created and students enrolled for courses that begin after Nov. 14.
Create class sections for all full-year and fall-semester AP courses and exam only sections.	Submit exam orders for courses that begin after Nov. 14 and any fall order changes by March 13, 11:59 p.m. ET.
Submit the AP Participation Form online.	If necessary, add homeschooled students or students whose schools don't offer their AP Exam(s) to your exam order by March 13 (see pages 36–38 for details).
Ensure students enroll in full-year and fall semester class sections.	Collect exam fees (<i>schools determine when to collect exam fees from their AP students</i>).
Submit exam orders for all full-year and fall-semester courses, and exam only sections.	Indicate or update fee reduction status (<i>complete by April 30</i>).
	Switch exam orders to late testing exams if necessary.
	Indicate preferred AP ID label sort value (<i>complete by March 13</i>).
	Update exam orders for special exam formats or materials if needed based on changes to students' accommodations requests.
	Add or remove a transfer student from your order.

Managing Student Enrollment Changes

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

- ☐ 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

Review the information in “[Helping Students Enroll in Their AP Class Sections](#)” in this manual about what to do when students drop a course, move to a different section of a course, or transfer to or out of your school. Make the accurate adjustments in AP Registration and Ordering to avoid unintended fees.



You can download a student roster by clicking the **Download Student Roster** link on the **Students** page in AP Registration and Ordering. See details in **Managing Student Enrollment** in this manual.

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. You'll see the message **View unsubmitted changes** on the **Orders** page if you've made changes that need to be submitted. (See page 101 for details.)

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**.

All Exams Student Labels Other Materials Score Reporting Services Large Volume Rebates						
Download Order Details						
Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams	
AP 2-D Art and Design	See Submission Deadline	0	0	0	2	
AP Biology	Std - Hybrid 5/16	0	0	0	3	
AP Calculus AB	Std - Hybrid 5/13	0	0	1	0	
AP Calculus BC	Lte - Hybrid 5/24	0	0	0	1	
AP Computer Science Principles	Std - Digital 5/15	0	0	0	2	
AP Drawing	See Submission Deadline	0	0	1	0	
AP Seminar	Std - Digital 5/07	0	0	0	1	
AP United States History	Std - Digital 5/10	0	0	0	1	
						Submit

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

Click on fields on the **All Exams** page to review and make any necessary changes.

- ☐ **Not Taking Exam:** Verify that students whose **Order Exam?** status is set as **No** 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 83 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. You can switch students with existing orders to late testing if needed after submitting your exam order. (See pages 86–87.)
- ☐ **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 AP Registration and Ordering is **April 30, 2026 (11:59 p.m. ET)**. (See page 96.)
- ☐ **SSD SSD Materials:** Account for special exam materials for students with approved or expected accommodations. (See pages 89–95.)

Important:

Submit your order even if you don't yet have final details about students' fee reduction status, students who may need late testing, or students' accommodations approvals. You'll be able to update this information for existing exam orders at a later point without incurring any fees.

Changing Student Exam Registration

If you need to change a student's exam registration:

- Go to the **Students** page.
- 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**. If you're switching a student to **No** after you've submitted your initial exam order, you'll have the option to indicate a reason why the student is no longer taking the exam.

If your school doesn't administer AP Exams but your students go elsewhere to take them, 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 students enrolled in class sections at your school.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, **Students**, Orders, Packing List & Invoice, and Settings. Below this is a filter bar with dropdowns for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Special Materials. Another row of filters includes SSD ID, Accommodations, Order Status, and Fees. Below the filters, there's an 'Actions' section with a 'Download Student Roster' link and a search bar labeled 'Search by AP ID or Last Name'. The main table has columns: Student Name, Course Name, Exam Date, Order Exam?, Reduced Fee, and Actions. The 'Order Exam?' column has a dropdown menu open, showing options: Yes, No, Undecided, and Unused. The 'No' option is highlighted with a red box.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
Brad Miller	AP United States History	Std - Digital 5/10 8 AM	Yes	<input type="checkbox"/>	Actions
Ashley Jones	AP Art History	Lte - Digital 5/24 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Chemistry	Std - Hybrid 5/06 12 PM	Undecided	<input type="checkbox"/>	Actions
Dylan Anderson	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Seminar	Std - Digital 5/07 12 PM	Undecided	<input type="checkbox"/>	Actions

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

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**.

Exams for students with **No** or **Undecided** statuses won't be included when you submit your order.

The screenshot shows the 'AP Registration and Ordering' interface with the 'Order Exam?' filter dropdown open. The dropdown menu shows options: Yes, No (other), No, Undecided, and Unused. The 'No' and 'Undecided' options are highlighted with a red box. The background shows the same filter bar and search bar as the previous screenshot, with the 'Course' filter set to 'AP Biology'.

Filter for Exam Only Registrations

NEW To view all students in Exam Only sections:

- Go to the **Students** page.
- From the **Teachers** filter, select “Exam Only.”

Teachers ^	AP Fee Status v	Special Materials v
<input type="checkbox"/> Exam Only	<input type="checkbox"/> Adam Smith	
<input type="checkbox"/> Frida Kahlo	<input type="checkbox"/> Georgia O'Keeffe	
<input type="checkbox"/> Isaac Newton	<input type="checkbox"/> Katherine Johnson	
<input type="checkbox"/> Marie Curie	<input type="checkbox"/> Paul Pythagoras	
<input type="checkbox"/> Rene Descartes	<input type="checkbox"/> Thurgood Marshall	
<input type="checkbox"/> Toni Morrison	<input type="checkbox"/> William Shakespeare	

Exam Orders and Cancellations Are per Student

Exams are ordered and canceled per student.

If an exam has been ordered for a student and the student 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 14, the late order and unused/canceled exam fees would apply.

- For example, 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 Student A to 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 14, 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.

Important:

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.



After switching an exam, you need to submit the change to your exam order. See page 101 for details about submitting a change to your order.



You can view video resources about switching exams for [AP Art and Design](#) and [AP Calculus](#).

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 that's already been ordered for a student after November 14 without incurring a late order fee 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, you can make this switch in AP Registration and Ordering by March 13 (11:59 p.m. ET) without any fee.

There are specific processes that must be followed when switching an exam for these subjects.

AP Art and Design:

- Step 1:** Provide the student with the class section join code for the Art and Design subject they want to switch to (the subject they want to submit a portfolio for) and have the student join that class section through My AP. This should be done while the student is still enrolled in their original class section (the one they want to switch out of). 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. See the [Subject-Specific Information](#) section of this manual for details about Art and Design orders.

- For example: A student enrolled in AP Drawing decides they would like to instead submit a portfolio for AP 2-D Art and Design. The student should enroll in the class section for AP 2-D Art and Design **while still being enrolled** in the class section for AP Drawing.
- Step 2:** Once the student has enrolled in the second class section, you'll change the student's **Order Exam?** status for the original class section from **Yes** to **No**.
 - For example: For the student who wants to switch from AP Drawing to AP 2-D Art and Design, you'd switch the student's **Order Exam?** status for **Drawing** to **No** after the student has enrolled in the class section for AP 2-D Art and Design.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, **Students**, Orders, Packing List & Invoice, and Settings. Below these are filter buttons for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Special Materials. A search bar for 'Student: WXYZ1234' is present. Below the filters, there are buttons for 'Actions' and 'Download Filtered Student Roster'. A table lists students with columns for Student Name, Course Name, Exam Date, Order Exam?, Reduced Fee, and Actions. The table shows two rows: 'Sample Student' enrolled in 'AP 2-D Art and Design' with 'Order Exam?' set to 'No', and 'Sample Student' enrolled in 'AP Drawing' with 'Order Exam?' set to 'Yes'. A dropdown menu for 'Order Exam?' is open, showing options: Yes, No, and Undecided.

- Step 3:** When you cancel the student's exam for the first class section (AP Drawing), you'll be prompted to confirm if you'd like to order a portfolio exam for the other subject (AP 2-D Art and Design) instead. You'll indicate **Yes**.

The screenshot shows the 'AP Registration and Ordering' interface with a confirmation dialog open. The dialog is titled 'Changing AP Art and Design Exams'. It contains the following text: 'You are removing AP Drawing. You can switch this student to an AP 2-D Art and Design exam without an additional fee.' Below this, it asks: 'Would you like to order the AP 2-D Art and Design exam?'. There are two radio button options: 'Yes, order the AP 2-D Art and Design exam for this student and drop the AP Drawing exam' (which is selected) and 'No, drop the AP Drawing exam'. At the bottom of the dialog are 'Cancel' and 'Update' buttons. The background shows the same student list as the previous screenshot, but the 'Order Exam?' status for AP Drawing is now set to 'No'.

AP Calculus:

- The student must be enrolled in 2 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.

How to Use AP Registration and Ordering

- When the student has enrolled in the second class section, click the tooltip that says **Why can't this be changed?** (the blue question mark) 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.

Courses	Exam Date	Order Exam?	Teachers	AP Fee Status	Special Materials
SSD ID	Accommodations	Order Status	Fees		

Actions	Download Student Roster	Search by AP ID or Last Name
---------	-------------------------	------------------------------

<input type="checkbox"/>	Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
<input type="checkbox"/>	David McGee	AP United States History	Std - Digital 5/10 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Sara Cooper	AP Art History	Std - Digital 5/06 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Chemistry	Std - Hybrid 5/06 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Adrian Stone	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Calculus AB	Std - Hybrid 5/13 8 AM	No	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Calculus BC	Std - Hybrid 5/13 8 AM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Seminar	Std - Digital 5/07 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Shey Berry	AP 2-D Art and Design	See Submission Deadline	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/>		AP Computer Science Principles	Std - Digital 5/15 12 PM	Yes	<input type="checkbox"/>	Actions



You can [view a video](#) about late testing.

Indicating Late-Testing Exams

As you organize your exam order in AP Registration and Ordering, indicate any students who will require late testing for 2026 by changing the test date from **Standard** to **Late** for each necessary exam per student.

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

Courses	Exam Date	Order Exam?	Teachers	AP Fee Status	SSD Materials
SSD ID	Order Status	Subsidy	Fees	Approval Status	

Download Student Roster	Search by AP ID or Last Name
-------------------------	------------------------------

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
Apple, Test	AP Comparative Government and...	Std - Digital 5/22 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
	AP Computer Science A	Std - Digital 5/15 8 AM	Yes	<input checked="" type="checkbox"/>	Actions
Austin, Bethany	AP Chemistry	Std - Hybrid 5/14 8 AM	Yes	<input type="checkbox"/>	Actions
	AP Italian Language and Culture	Std - Standard 5/19 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Japanese Language and Cult...	Std - Standard 5/19 12 PM	Yes	<input type="checkbox"/>	Actions
	AP Spanish Literature and Culture	Std - Standard 5/14 12 PM	Yes	<input type="checkbox"/>	Actions
King, Elle	AP Biology	Std - Hybrid 5/18 8 AM	Yes	<input type="checkbox"/>	Actions

NOTE: The screenshots above are an example and **don't** reflect this year's current exam dates.

A filter option enables you to easily find students who have two exams scheduled at the same time. To use the filter:

- Go to the **Students** page.
- Go to the **Exam Date** filter.
- Select **Schedule Conflicts**.

The results will bring up all students who have two exams on the same day at the same time. You don't need to scroll through the entire exam roster to find all the students with the bell icon next to their names.

When you select a **Late** exam 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**.

See "[Late-Testing Exams](#)" in the AP Exam Ordering Deadlines, Fees, and Policies section of this manual 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 changing the **AP Art History** exam date for this student. Select the reason below. Some reasons may incur a late-testing fee; any additional fee will be noted.

Reason for late testing:

Two AP Exams on the same date and time

Student Name	Course	Exam Date	Exam Fee	Late-Testing Fee	Total Exam Cost
Test Student	AP Art History	Lte - Digital 5/24	\$99	\$0	\$99

Cancel

Update

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

Switching the Exam Date for Multiple Students Per Course

AP coordinators can use the multi-select feature in AP Registration and Ordering to change the exam date for multiple students in a course at once.

To change the date for all students per course:

1. On the **Students** page, first use the course filter to view the roster by a specific course (filter by one course at a time).
2. Select **multiple** students by checking the box next to each student's name, or select **all** students by clicking the box at the top left of the roster.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, **Students**, Orders, Packing List & Invoice, and Settings. Below this is a filter bar with dropdown menus for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Special Materials. There are also checkboxes for SSD ID, Accommodations, Order Status, and Fees. A blue button indicates the current filter: 'Course: AP Biology'. Below the filters is a search bar with the text 'Search by AP ID or Last Name'. The main section is a table titled 'Student Roster' with columns: Student Name, Course Name, Exam Date, Order Exam?, Reduced Fee, and Actions. Two students are listed: Remy Murphy and Ray Carter, both in AP Biology. An orange arrow points to the 'Actions' column header.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
<input type="checkbox"/> Remy Murphy	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input type="checkbox"/> Ray Carter	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions

3. Then, click **Actions** at the top left of the student roster, and choose **Change Exam Date** from the dropdown menu to select the administration you want to move the students to.

This screenshot shows the same interface as the previous one, but with the 'Actions' dropdown menu open for the first student, Remy Murphy. The menu options are 'Change Exam Date' and 'Change Student Tested with Accommodation Indicator'. An orange arrow points to the 'Change Exam Date' option.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
<input checked="" type="checkbox"/> Remy Murphy	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions
<input checked="" type="checkbox"/> Ray Carter	AP Biology	Std - Hybrid 5/16 12 PM	Yes	<input type="checkbox"/>	Actions

4. You'll need to indicate the reason for moving the students to late testing.

NOTE: The screenshots above are examples and **don't** reflect this year's current exam dates.

After moving students to a later testing date, you'll need to update your exam order if you've already submitted your initial exam order.

SSD Ordering Exams for Students with Accommodations

Work with your school's SSD coordinator to identify all students who will require accommodations for 2026 AP Exams. Assemble a list of these students to refer to when organizing your order in AP Registration and Ordering.

Students can take digital AP Exams (fully digital or hybrid digital) or other AP Exams (not delivered through Bluebook) with their approved accommodations. To order paper format exams for a digital subject, the student must have a College Board approved accommodation for paper testing.

Like last year, there are some details to be aware of regarding **how** you order materials depending on whether it's a digital AP Exam (fully digital or hybrid digital) or an AP Exam not delivered through Bluebook.

Fully Paper AP Exam Subjects

As in previous years, 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. Details about indicating special exam formats and materials are on pages [89–96](#).

Digital AP Exams (Fully Digital and Hybrid Digital)



Most accommodations are automatically applied to the exam order for a digital AP Exam subject based on the student's accommodations on record through the College Board SSD office. There are some steps specific to digital AP Exams with accommodations:

- **Paper Braille Format:** Once a student has been approved by the College Board SSD office for a Paper Braille accommodation, you'll need to update your exam order to indicate paper braille format for the applicable student's digital or hybrid exam subject(s). You won't be able to order paper braille format for digital subjects until the student has received approval from College Board.
- **Paper Format:** Once a student has been approved by the College Board SSD office for a paper testing accommodation, you'll need to update your exam order to indicate that paper format for the applicable student's digital or hybrid exam subject(s). You won't be able to order paper format for digital subjects until the student has received approval from College Board.
- **Large-Print Format:** Unless approved for large-print **and** paper testing, students won't receive a large-print test book for fully digital exams. In Bluebook, students will be able to use their device's functions (**control +/-** or **command +/-**) to zoom in and out.

Students who have an approved accommodation for Large-Print Test Book and are taking a hybrid digital AP Exam will automatically receive a large print free-response booklet for the exam(s) ordered for the student by the AP coordinator. The AP coordinator must still be sure to submit the exam order for the student.

IMPORTANT:

For hybrid exams with a large-print test booklet accommodation, if a student's accommodation for the booklets is changed (i.e., approved or expired and received from SSD Online after the order was submitted, opting out, or opting in after initially opting out), the AP coordinator will be prompted by an "Update Order" box to resubmit their changes on the order screen.

- **Multiple-Day Testing:** Multiple-day testing is not automatically applied to a digital exam order. If a student has approved accommodations that make them eligible for multiple-day testing, you'll need to indicate that for the applicable student's digital or hybrid exam subject(s). See details in the [AP Accommodations Guide](#), which will be available in mid-December.
- **Confirming or Waiving Accommodations:** Even though most accommodations are automatically applied, you need to confirm the accommodations that a student will need for their digital AP Exam. This is done per student, per exam in AP Registration and Ordering. Confirming the accommodations is important to ensure students receive the appropriately configured version of the digital exam. You can also waive accommodations for a student's exam if needed. It's best to confirm and waive accommodations in the spring. Details can be found in the [AP Accommodations Guide](#).

Requesting Accommodations and Ordering Exams Are Different Actions

Submitting an order for special exam formats **isn't** the same as submitting a request for accommodations, and vice versa.

- Accommodations **requests** must be submitted through SSD Online by the SSD coordinator.
- Students must be approved by the College Board SSD office in order to take an exam with accommodations.
- Exam **orders** are placed through AP Registration and Ordering by the AP coordinator.

Important:

Paper exam materials **don't** ship automatically based on accommodations approval—they must be included in the exam order. Special format exam materials will be shipped **only** if the AP coordinator has indicated this in AP Registration and Ordering and submitted the information as part of their exam order.

Searching for Students with Accommodations

AP Registration and Ordering and SSD Online are separate systems, but you can filter your student roster in AP Registration and Ordering for students who have an SSD ID. A student will have an SSD ID if they have a record in SSD Online. This filter **doesn't** distinguish whether or not a student has an approved accommodation, and it doesn't distinguish which exams the student's accommodation applies to.

To search for students with an SSD ID, apply the SSD ID filter on the **Students** page.

The screenshot shows the AP Registration and Ordering interface. At the top, there are several filter tabs: Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and SSD Materials. Below these, a dropdown menu for 'SSD ID' is open, showing two options: 'Yes' and 'No'. The 'SSD ID' dropdown is highlighted with a red box. Below the dropdown, there is a link to 'Download Filtered Student Roster' and a search bar labeled 'Search by AP ID or Last Name'.

How to Use AP Registration and Ordering

To view a list of the accommodations on record for each student:

- Go to the **Students** page.
- 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 **Student Details** page is a section called **Accommodations for Students with Disabilities**, which lists the status of any accommodations requests for the student in the College Board SSD Online system.

Courses

AP Art History

☐ Exclude from Subsidies

Art sec with Prod Teacher

Order Exam?	Exam Date		Cost	Special Exam Materials
Yes	Std - Digital	5/15 8 AM	Exam Fee \$99	Multiple-Day Testing

Approval Status: Approved

Show History

Accommodations for Students with Disabilities (SSD Code: 2207184536)

How to Use AP Registration and Ordering

As the exam administration approaches, you can use the **Accommodations** filter on the **Students** page to search for students with accommodations that have been approved by the College Board SSD office.

The screenshot shows the 'AP Registration and Ordering' interface. At the top, there are navigation links: Home, Courses, **Students**, Orders, Packing List & Invoice, and Settings. Below this is a filter bar with dropdowns for Courses, Exam Date, Order Exam?, Teachers, AP Fee Status, and Special Materials. A second row of filters includes SSD ID, Accommodations (which is expanded), Order Status, Subsidy, Fees, and Approval Status. The 'Accommodations' dropdown is open, showing options like Extended Time, Extra / Extended Breaks, Reading / Seeing Text, Recording Answers, Modified Setting, Other, and Student tested with an accommodation. Below the filters is a search bar labeled 'Search by AP ID or Last Name' and a 'Report Submission (View History)' link. A table lists students and their accommodations. The first student is 'Test Student' with a list of courses including AP Computer Science A, AP French Language and Culture, and AP United States History. The second student is 'Joe Jones' with a list of courses including AP Chemistry, AP English Language and Composition, and AP Seminar. The table columns are: Student Name, Exam Date, Order Exam?, Reduced Fee, and Actions.

Student Name	Exam Date	Order Exam?	Reduced Fee	Actions
Test Student		No	<input checked="" type="checkbox"/>	Actions
AP Computer Science A	Lte - Digital 5/18 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
AP Computer Science A	Std - Digital 5/03 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
AP French Language and Culture	Standard 5/11 8 AM	Yes	<input checked="" type="checkbox"/>	Actions
(T) AP Chemistry		Unused	<input type="checkbox"/>	
AP English Language and Com...	Exc - Digital	Yes	<input type="checkbox"/>	Actions
AP Seminar	Std - Digital 5/04 12 PM	Yes	<input type="checkbox"/>	Actions
AP United States History	Std - Digital 5/05 8 AM	Undecided	<input type="checkbox"/>	Actions



Different steps need to be taken to confirm or edit accommodations for students taking digital AP Exams. Review the [AP Accommodations Guide](#), available in mid-December, for more details.

Indicating Special Exam Materials for AP Exams Not Delivered Through Bluebook

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 **Order Special Exam Materials** next to the appropriate course on the student's **Student Details** page.

The screenshot shows the 'Courses' section for 'AP Biology'. It includes a checkbox for 'Exclude from Subsidies'. Below this, it says 'Block 6 with David Moyez'. There is a table with columns: Order Exam?, Exam Date, Cost, Exam Fee, and Special Exam Materials. The 'Order Exam?' is set to 'Yes'. The 'Exam Date' is '5/16 12 PM'. The 'Cost' is '\$89'. The 'Exam Fee' is '\$89'. The 'Special Exam Materials' column has a blue circle icon and a link that says 'Order Special Exam Materials'.

Order Exam?	Exam Date	Cost	Exam Fee	Special Exam Materials
Yes	Standard 5/16 12 PM		\$89	Order Special Exam Materials

Complete the information on the next screen.

NOTE: The screens shown on this page are examples and **don't** reflect this year's current exam dates and fee.

AP Music Theory: 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 size
 point

☐ 20 point font
☐ Braille

☐ Large print answer sheet

☐ **Reader Materials**

☐ Reader Copy

☐ **Multiple-Day Materials**

☐ Multiple-Day Testing

☐ **Other Materials**

In rare instances, a student may need a special exam material not listed on this screen. In "Other materials," only indicate materials needed from the College Board based on a student's accommodation. Don't indicate

Cancel

Update

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 because these accommodations don't require exam materials like large print, scripts, or braille.

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

The table below shows which accommodations/materials should and shouldn't be indicated in AP Registration and Ordering for **AP Exams Not Delivered Through Bluebook**:

Indicate in AP Registration and Ordering*	Do Not Indicate in AP Registration and Ordering**
Multiple-day testing (some students with limited-time testing might need multiple-day testing; see the next page)	Extended time
	Rest breaks
Large-print answer sheet used with regular-format exams	Food or drink
Braille format	Medication
14- or 20-point large-print format	Testing with a computer
Large-print formats other than 14 or 20 point	Calculator for noncalculator test sections
Reader copies of exams	Magnifier/magnifying machine
Printed scripts for the 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 AP Registration and Ordering 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 AP Registration and Ordering.

REMINDER: You should indicate special exam formats or materials based on approved or expected accommodations before submitting your exam order.

Details About Certain Accommodations

- **Multiple-Day Testing:** If a student needs to test across 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 AP Registration and Ordering. 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 across 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 up to double time (+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 across 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 approved for 4 hours of testing per day wouldn't need to test across multiple days, but a student approved for only 2 hours of testing per day would need to test across multiple days.
- **Braille:** For every braille exam ordered, a corresponding print version of the exam will be included in the braille exam shipment.
- **Braille and Large Print:** If you're requesting a braille format and a large-print 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-Print Answer Sheet:** A large-print answer sheet is provided for every large-print exam ordered. Large-print answer sheets only need to be indicated separately if a student taking a regular-format exam requires a large-print answer sheet instead of a standard answer sheet.
- **Administering Braille or Paper Exam Formats for Digital AP Exams:** Exam day instructions will be provided in the spring about administering braille or paper formats of digital AP Exams.
- **Additional CDs:** For world language and Music Theory exams, order sufficient CDs if you have students who have been approved for extended time or other accommodations that require separate testing rooms. You'll need one set of 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 "[Ordering Additional CDs](#)" for details.)
- **Chinese and Japanese Exams:** Extended time, additional breaks, color overlay and/or color contrast, magnification and/or large-print, screen reader, audio transcript, repetition of aural stimuli, and multiple-day testing are supported through the exam application for students who are approved for these accommodations by College Board. If a student with any other approved accommodation is planning to take the AP Chinese or AP Japanese Exam, contact the College Board SSD office.

If you have a student who will use a screen reader for these exams, in AP Registration and Ordering, take the following steps so the student will receive an accessible exam form:

- ♦ From the Students page, select **AP Chinese or AP Japanese Exam**.
- ♦ Select **Special Exam Materials**.
- ♦ Under Other, enter **Screen Reader Form**.

Additional Information About Special Exam Materials Orders

Orders for special exam materials for students with accommodations are reviewed by the AP Program. If additional information is needed about the order, an email will be sent to the AP coordinator on record. Emails will be sent starting in early 2026. If you receive this email, follow the directions provided promptly.

You can also check the status of special materials orders by clicking **View Approval Requests** on the **Orders** page in AP Registration and Ordering.

Indicating Student Fee Reduction Status

Deadline: You can update students' fee reduction status in AP Registration and Ordering until **April 30, 2026, 11:59 p.m. ET**.

For your invoice to accurately reflect any fee reductions, you must indicate the fee reduction status for each eligible student in AP Registration and Ordering.

Go to the **Students** page:

- For each student who is eligible for the College Board fee reduction, check the box for **Reduced Fee** next to their name in the student roster.
- For students who aren't eligible for the fee reduction, no action is needed.

Fee reduction status is indicated only once per student, not for each exam. 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 their exams.



See details about the AP fee reduction policy in the [AP Exam Ordering Deadlines, Fees, and Policies](#) section of this manual.



You can [view a video](#) about indicating fee reductions.

AP Registration and Ordering						Home	Courses	Students	Orders	Packing List & Invoice	Settings
Courses	Exam Date	Order Exam?	Teachers	AP Fee Status	SSD Materials						
SSD ID	Course Type	Order Status	Subsidy	Fees	Approval Status						
Download Student Roster <div> <input type="text"/> Search by AP ID or Last Name </div>											
Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions						
Apple, Test	AP Comparative Government and...	Std - Digital 5/22 12 PM	Yes	<input checked="" type="checkbox"/>	Actions						
	AP Computer Science A	Std - Digital 5/15 8 AM	Yes	<input checked="" type="checkbox"/>	Actions						
King, Elle	AP Biology	Std - Hybrid 5/18 12 PM	Yes	<input type="checkbox"/>	Actions						
Student, Apple	AP 2-D Art and Design	See Submission Deadline	Yes	<input checked="" type="checkbox"/>	Actions						
	AP Human Geography	Lte - Digital 6/01 12 PM	Yes	<input checked="" type="checkbox"/>	Actions						

NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.

You can update students' fee reduction status 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.

Selecting the Sorting for AP ID Labels

The student and exam information from your order will be used to create personalized **AP ID labels** for each student registered for hybrid digital AP Exams or exams not delivered through Bluebook (world languages, AP Music Theory, AP Spanish Literature and Culture), which they'll put on any paper exam materials during their AP Exams. Note for AP Chinese and AP Japanese Exams, students will reference their AP ID label sheet when entering information into the exam application. Label sheets aren't ordered separately.

REMINDER: You won't receive label sheets for students taking only fully digital exams, AP Research Exams, and/or AP Art and Design Exams because labels aren't needed for these exams.

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

On the **Orders** page, click **Student Labels**. Select one of three options from **Sort By**.

- **Student Name:** This is the default option for the student labels. Leave this option selected to have the AP ID labels sorted in alphabetical order by student last name.
- **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.

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	Std - Digital 5/08 12 PM
Nolan, Francie	10	AP Physics 1	Std - Hybrid 5/08 12 PM
Wheelwright, John	12	AP Physics 1	Std - Hybrid 5/08 12 PM
Meminger, Liesel	9	AP English Literature and Composition	Std - Digital 5/09 8 AM

NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.



You can [view a video](#) about selecting the sort order for AP ID Label Sheets.

Ordering Additional CDs

World language and Music Theory exams have audio components, which are delivered on 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 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 CDs.

CDs are sent by default for these subjects as follows:

- French, German, Italian, and Spanish Language and Culture: 1 CD for Section I (listening), and a double CD set containing 1 CD for writing and 1 CD for speaking for Section II
- Spanish Literature and Culture: 1 CD for Section I (listening)
- Music Theory: 1 CD for Sections IA and IIA (listening) and 1 CD for Section IIB (sight singing)

You'll need one set of CDs for **each** testing room or location where an exam is being administered. For instance:

- Some schools administer the speaking or sight singing parts of the exams in multiple rooms 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 double CD sets or sight singing CDs for each testing room.
- SSD** Order sufficient CDs if you have students who have been approved for extended time or other accommodations that require separate testing rooms. Additional details about the types of accommodations that require separate testing rooms will be available in the AP Accommodations Guide in mid-December. Order 1 set of CDs for each testing room.

When you submit your exam order, you may request:

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

You may order additional CDs until March 13 (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.

To order additional CDs in AP Registration and Ordering:

- Go to the **Orders** page. Select the **All Exams** tab.
- Click **View/Edit CD Order** below the exam name.

AP Human Geography	Std - Digital	5/12	1	0	0	230
AP Italian Language and Culture	Standard	5/19	1	0	0	78
View/Edit CD Order						
AP Japanese Language and Culture	Standard	5/19	1	0	0	77
AP Latin	Std - Digital	5/12	1	0	0	113
AP Macroeconomics	Std - Hybrid	5/21	1	0	0	199
AP Microeconomics	Std - Hybrid	5/20	1	0	2	195

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

- A new screen opens with a list of the CDs available for that particular exam. From the dropdown list, select the quantity of the CDs that you need.
- Depending on the number 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**. (See page [100](#).)
- You can click on **View/Edit CD Order** to view details.

Important:

Additional CDs are ordered per administration. If you ordered additional CDs for the regular testing administration and need to move students from the regular testing window to late testing, the additional CDs you indicated for regular testing **won't** automatically carry over. You'll need to indicate any additional CDs needed for late testing.

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.

To submit your order, click the yellow **Submit** button. You'll then confirm you want to submit the order.

Important:

You can make changes and click **Submit** as many times as needed up until 11:59 p.m. ET on November 14 without incurring additional fees.

As a best practice, after you've submitted your initial exam order, it's recommended you click **Submit** any time you make a change to your order.

Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP 2-D Art and Design	See Submission Deadline	1	0	0	1
AP Biology	Std - Hybrid 5/18	0	0	0	1

NOTE: The screenshot above is an example and **doesn't** reflect this year's current exam dates.

Important:

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

- Haven't completed the AP Participation Form for 2025-26. (See pages [51–54](#).)
- Have an outstanding balance from a previous AP Exam administration.
- Have a security hold.

Submitting Changes to Your Initial Exam Order

The first time you submit your exam order in AP Registration and Ordering is considered your initial order. If you make updates after submitting your initial exam order, you need to submit these changes. Changes could include new student enrollments, students transferring to or out of your school, late-testing exams, 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.

BEST PRACTICE: Check for unsubmitted changes anytime you're in AP Registration and Ordering.

Orders

[View Unsubmitted Changes](#)

Submit

[View Order History](#)

Submitted 7/29
Last Modified 3/27

[View Approval Requests](#)

1 Pending Approval
3 Approved
3 Needs Info
2 Denied

Changing 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 changes.

Important:

You can submit changes to your order as many times as needed until the November 14 final ordering deadline without incurring any additional fees. Changes submitted after November 14 and by March 13 may incur late order or unused/canceled exam fees.

BEST PRACTICE: Check the status of any Approval Requests by selecting **View Approval Requests** from the **Orders** page. There may be additional actions noted that need to be taken for an order.

On the **Orders** page, click **View Order History** to see the record of your initial order submission and all subsequent changes you've submitted to your order.

AP Registration and Ordering

Home

Courses

Students

Orders

Packing List & Invoice

Settings

Original Order

July 29th, 2019, 3:20 PM EDT

Smith, Bill

Exam Orders

Course	Exam Date	SSD Materials	Total Exams
All Courses		1	2
AP Art History	Standard 5/15	1	1
AP French Language and Culture	Standard 5/21	0	1

Materials Adjustments

Qty	Material	Course	Exam Date
4	Master Listening CD	AP French Language and Culture	Standard 5/21
6	Master Speaking CD	AP French Language and Culture	Standard 5/21

Order Update

July 29th, 2025, 3:26 PM EDT

Submitted by Smith, Bill

Order Update

August 22nd, 2025, 6:53 AM EDT

Submitted by Smith, Bill

Next Steps

Once you've submitted your AP Exam order through AP Registration and Ordering by the November 14 final ordering deadline, you've completed the necessary steps for the fall. After November 14, manage updates to your exam order.

Please continue to access available resources and trainings. If you have a specific question about your order, refer to the information on the inside front cover of this manual to contact AP Services for Educators.

Ongoing Exam Order Management

Between November 15 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 (11:59 p.m. ET)**. Areas to account for are:

- ☐ Exam orders for courses that start after the November 14 ordering deadline.
- ☐ 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.
- ☐ Late exam orders (i.e., exam orders submitted after November 14 for full-year or fall-semester courses or for students in exam only sections).
- ☐ Known exam cancellations (you're encouraged to submit known cancellations by March 13—doing so simplifies the invoicing and return shipment processes; you won't receive exams for students you already know don't plan to test).
- ☐ **SSD** Any special exam formats or materials needed due to updated accommodation requests.
- ☐ Orders for late-testing exams for students with known testing conflicts.

Submitting Order Changes

If you make any changes to your exam order after you've submitted your initial order, you'll need to submit these changes in AP Registration and Ordering. 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, check AP Registration and Ordering on March 13 before 11:59 p.m. ET to make sure you don't have any unsubmitted order changes.*

Indicating Student Fee Reduction Status

The deadline to indicate students' fee reduction status through AP Registration and Ordering is **April 30, 2026 (11:59 p.m. ET)**. See page 96 for more information.

Check Students' School Code

For accurate score reporting, it's critical that students correctly select their school when they provide their registration information. Once students are enrolled in their class sections, download the student roster, and look at the school code for each student to ensure students have indicated the correct school. If you see any errors, let the students know so they can correct their information in their **AP Profile** in My AP (myap.collegeboard.org).

Receive AP ID Label Sheet Shipments

AP coordinators should receive their shipment of AP ID label sheets between late March and mid-April. Label sheets will be sent in a separate shipment from your school's AP Exam materials.

If you don't receive the shipment of AP ID label sheets by mid-April, you can check the shipment tracking through AP Registration and Ordering. The *2025-26 AP Coordinator's Manual, Part 2* 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, 2026.

Optional: Order Students' Free Responses

If you'd like to request students' completed free-response answers from the 2026 AP Exam administration, you can do so through AP Registration and Ordering. The deadline is **April 30, 2026 (11:59 p.m. ET)**. If you place an order, you'll receive an email in the fall after the AP Exam administration to access the free responses in AP Registration and Ordering. Details about these materials will be in the *2025-26 AP Coordinator's Manual, Part 2*.

Exam Administration and Post-Exam Tasks

Details about administering AP Exams and post-exam processes will be in the *2025-26 AP Coordinator's Manual, Part 2*.

Resources and Tools for AP Teachers and Students

This section gives AP coordinators an overview of AP Classroom and My AP for teachers and students, including the resources and tools available to them. Details about AP Classroom are at cb.org/apclassroom, including AP Classroom user guides for teachers and students.

Guides with information about getting started are available for teachers and students. See [Helping Students Join Your AP Class Section](#) and [Joining Your AP Class Section](#) at the end of this manual.



See pages [61–62](#) for details about the course audit steps.

Teacher Access to AP Classroom

Reminder about AP Course Audit

To access the AP Classroom resources and for class sections to be created (either by the coordinator or by the teacher), new AP teachers and those teaching a new or different AP course for the first time in 2025-26 must add their course(s) and have the course audit form(s) 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.

Signing In

AP teachers can access AP Classroom directly by going to apclassroom.collegeboard.org or by going through AP Central (see next page).

Teachers sign in using the same login information they use with AP Course Audit, the AP Community, and AP Score Reports for K-12 Educators.

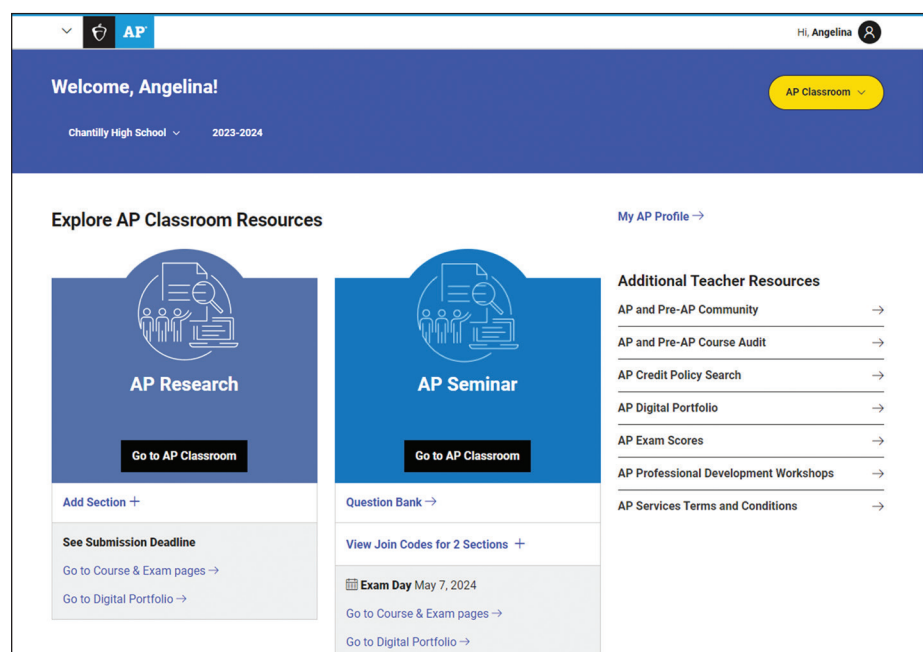
It's important that teachers don't create multiple College Board accounts.

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

If teachers sign in to AP Classroom by going through AP Central at myap.collegeboard.org, they'll see their personalized homepage with a card for each course they teach. To access AP Classroom, teachers can click **Go to AP Classroom** below each course or the yellow **AP Classroom** link at the top right to select from a list of their courses. To bypass this AP Central page, teachers can access AP Classroom directly by going to apclassroom.collegeboard.org.



The AP Classroom user guide for teachers is available at cb.org/apclassroom.



NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.

AP Classroom

Once in AP Classroom, teachers can access AP resources to support their course(s) and students.

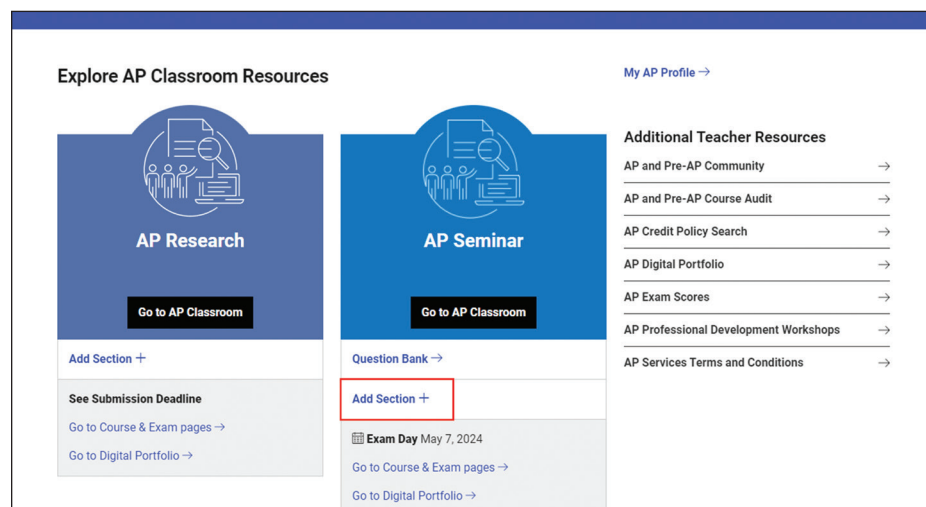
The screenshot shows the AP Classroom interface for AP Precalculus. The left sidebar contains navigation links: Overview, Unit 1, Unit 2, Unit 3, Unit 4, Practice Exams, Review, Resources & Assignments, and Reports. The main content area is titled 'Unit 1: Polynomial and Rational Functions'. It includes a search bar, 'UNIT RESOURCES' (Unit 1 Guide, Topic Questions, Progress Checks), and 'UNIT INFORMATION' (Instructional Periods: 30-40, AP Exam Weighting: 30-40%). Below this, a list of topics is shown: 1.1 Change in Tandem, 1.2 Rates of Change, 1.3 Rates of Change in Linear and Quadratic Functions, and 1.6 Polynomial Functions and End Behavior. The 1.6 section is expanded, showing 'AP Videos' (1.6 Daily Video 1), 'Topic Questions' (Polynomial End Behavior - descriptions (MCQ), leading terms (MCQ), limit notation (MCQ)), and a 'Progress Check' (Unit 1 Progress Check: MCQ Part A, FRQ Part A).

For step-by-step guidance on how to get the full benefit of the resources available in AP Classroom, teachers can access FAQs, interactive tutorials, and detailed user guides by clicking the “?” (Help) or bell icon (Announcements) at the top right of the screen in AP Classroom.

Creating Class Sections

This information applies if teachers are creating their own sections. It's recommended that AP coordinators create class sections, so that section names are consistent for organizational and score reporting purposes for the entire school. 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.

If class sections haven't been created yet, the teacher can sign in through myap.collegeboard.org, and click **Add Section +** below the course card on their personalized homepage.



NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.

After clicking **Add Section +**, complete the information on 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'll 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.
 - ♦ **Fall Semester Only:** Use this option if the class section begins and ends during the current calendar year. These orders must be finalized by the November 14 ordering deadline so they don't incur a late order fee.
 - ♦ **Spring Semester Only:** Use this option if the section begins after the November 14 final ordering deadline or is held only during the second semester.
- **Teacher(s):** Co-teachers can be added if applicable.

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.



Helping Students Join Your AP Class Section at the end of this manual provides step-by-step directions for teachers. It can be downloaded from cb.org/apresourcelibrary.

Viewing the Join Code

Once a class section has been created, the join code can be accessed through the **View Join Codes** link on the course card on the teacher's personalized homepage. Teachers can also click the **Go to My Classes** link to manage their classes.

The screenshot shows the 'Explore AP Classroom Resources' page. On the left, there are two main cards: 'AP Research' and 'AP Seminar', each with a 'Go to AP Classroom' button. Below these are links for 'Add Section +', 'See Submission Deadline', 'Go to Course & Exam pages →', and 'Go to Digital Portfolio →'. In the center, there is a 'Question Bank →' link and a 'View Join Codes for 2 Sections' link. Below this is a table with columns 'Section Name', 'Students', and 'Join Code'. The table lists 'Block 2' with 0 students and join code 'YPY73V', and 'Block 4' with 0 students and join code '4LZPLX'. Below the table is a 'Go to My Classes →' link circled in red. At the bottom, there is an 'Exam Day May 7, 2024' section with links to 'Go to Course & Exam pages →' and 'Go to Digital Portfolio →'. On the right side, there is a 'My AP Profile →' link and a list of 'Additional Teacher Resources' including 'AP and Pre-AP Community', 'AP and Pre-AP Course Audit', 'AP Credit Policy Search', 'AP Digital Portfolio', 'AP Exam Scores', 'AP Professional Development Workshops', and 'AP Services Terms and Conditions', each with a right arrow.

Section Name	Students	Join Code
Block 2	0	YPY73V
Block 4	0	4LZPLX

NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.

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

My Classes

< Back to AP Classroom

Set up your class sections so students can enroll in AP courses. please see [AP Course Audit](#).

AP Chemistry

Section

Period 1

Period 2

Period 3

Join Code

AP Chemistry - Period 1

No students have signed up yet. Share this code so students can sign in and enroll in this section.

KGX9DW

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

Print Code

Print an info sheet to post or hand out.

Expire Code

Deactivate the current join code and generate a new one.

am	Confirmed	
0	No	✎ ✕
0	No	✎ ✕
0	No	✎ ✕

[+ Add Section](#)

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 assignments and feedback for every AP course they're taking.

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

Confirming Students' Exam Registrations

If you've 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 [58–59](#).) 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

Teachers can use the following AP Classroom resources for their students, provided they are available for the course:

- **Unit Guides** outline all required course content and skills covered on the AP Exam, organized into commonly taught units. Unit Guides will suggest sequencing and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.
- **AP Videos** are a series of on-demand, short videos that cover selected content and skills from the AP Course and Exam Description and are available in AP Classroom for students to watch anytime, anywhere.
- **Topic Questions** are formative assessment questions that help teachers check student understanding as they teach each topic (or skill, task model, or required reading, depending on the structure of the AP course). They include rationales to explain correct and incorrect answers to students.
- **Progress Checks** are unit-based formative assessments that provide feedback on student progress with course content and skills through:
 - ♦ Multiple-choice questions with rationales explaining correct and incorrect answers.
 - ♦ Free-response questions with scoring guidelines to help teachers evaluate student work.

Teachers also have the flexibility to include Progress Check questions in quizzes they assemble from the Question Bank.

- The **Question Bank** is a searchable library of all AP questions that teachers can use to build customized practice for their students. Teachers can create and assign assessments with formative topic questions or questions from official practice or released AP Exams.
- The **Reports** section of AP Classroom provides teachers with a one-stop shop for student results on all assignment types, and by specific course components. Teachers can:
 - ♦ See a summary of student completion and performance on all assignments.
 - ♦ Chart class and student performance on Progress Checks throughout the year.
 - ♦ View a snapshot of student performance on specific course components, like topics and skills, over a chosen period of time.

Teachers can access these resources by clicking on the AP Classroom links on their personalized homepage on AP Central. Teachers can assign resources after class sections have been created.

NOTE: The full suite of AP Classroom resources is available for many AP courses with a unit structure. Not all resources may be available for courses with different structures or exam formats.

After students sign in to My AP and enroll in their AP class sections, they'll be able to access AP Classroom resources for their classes.

When teachers click **Go to AP Classroom** from the course card on AP Central, they'll go to the course's Course Guide on AP Classroom, where they'll see the same topics and skills outlined in the AP Course and Exam Description. Teachers can click on a topic to expand it and see the associated resources, including AP videos and Topic Questions they can assign.

At the end of each unit, teachers can find a Progress Check, which they can assign to check for student understanding of the content and skills of the unit. As the Progress Checks are assigned from unit to unit, teachers can analyze the results using Reports to chart student learning across the entire course.

AP Classroom

AP Precalculus

Student View Community Teacher

COURSE GUIDE

Unit 1

Polynomial and Rational Functions

Search all unit resources by content or keywords... Search Search Tips

UNIT RESOURCES

Unit 1 Guide Download PDF

Topic Questions View All

Progress Checks View All

UNIT INFORMATION

Instructional Periods: 30-40
AP Exam Weighting: 30-40%

All Videos Topic Questions Progress Checks Expand all

1.1 Change in Tandem 2.B 3.A

1.2 Rates of Change 2.A 3.A

1.3 Rates of Change in Linear and Quadratic Functions 3.A

1.6 Polynomial Functions and End Behavior 3.A

AP Videos

1.6. Daily Video 1 In this video, we will explore how to know the end behavior of polynomial functions based on their equations.

Assign All

Topic Questions

Polynomial End Behavior - descriptions (MCQ) +

Polynomial End Behavior - leading terms (MCQ) +

Polynomial End Behavior - limit notation (MCQ) +

Assign All

Progress Check

Unit 1

Unit 1 Progress Check: MCQ Part A Assign

Unit 1 Progress Check: FRQ Part A Assign

This example shows a feedback report for the first Multiple-Choice Question (MCQ) Progress Check.

Reports > Results Overview

RESULTS OVERVIEW

Unit 1 Progress Check: MCQ

START Fri, May 19 4:49PM DUE Actions

Class 1

Content & Skills Performance Topic/Skill Pairs Questions Students

Course component Topic MCQ

Average Cumulative Performance

Not Assessed 0-24.99% 25-49.99% 50-74.99% 75-100%

TOPICS	STUDENTS SCORED	NUMBER OF QUESTIONS	AVERAGE PERFORMANCE %
1.1: Structure of Water and Hydrogen Bonding	10	3	22%
1.2: Elements of Life	10	3	78%
1.3: Introduction to Biological Macromolecules	10	3	56%
1.4: Properties of Biological Macromolecules	10	3	88%
1.5: Structure and Function of Biological Macromolecules	10	3	45%
1.6: Nucleic Acids	10	3	68%



Joining Your AP Class Section at the end of this manual provides step-by-step directions for students. It can be downloaded from cb.org/apresourceslibrary.

Student Access to My AP and AP Classroom

To access **My AP**, all AP students go to myap.collegeboard.org and sign in with the email address and password associated with their College Board account. This is the same login they may have used to previously access My AP, AP and PSAT/NMSQT scores, or to register for the SAT. If students don't have a student account, they can click the **Create Account** link. (Students will also use these credentials to log in to Bluebook for digital AP Exams.)

Students need access to a computer or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Edge 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 exam order identification and submission, and allows them to access AP Classroom coursework their teacher assigns.

If a student is just taking an AP Exam without taking the corresponding class, they must enter the join code provided by their AP coordinator for each exam only section. This will add the student to your order for you to submit. All students—including those in exam only sections—can access AP videos and some high-level course resources.

Important:

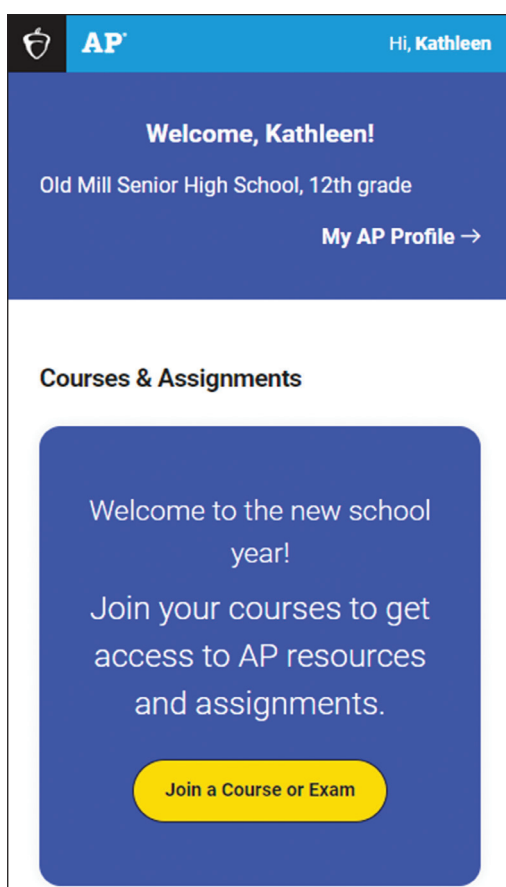
Join codes are generated **per class or exam only section**, not per student or per teacher. If a student is enrolled in multiple AP courses and/or exams, they'll receive a unique join code for **each class or exam only section**. To be accounted for in the exam order, students must enroll in their classes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

Joining a Class or Exam Only 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 or exam only 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. If a student is taking AP Exams at multiple locations, they need to get the appropriate join codes from the AP coordinator at each location where they'll be testing.
- Complete their registration information. Students do this once, after entering the join code for their first section.



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 need to check the information that's already filled in and provide the remaining information. If any of their names (first and last), middle initial, or date of birth need correcting, have them contact AP Services for Students after they've completed their registration to adjust the information. If a student updates any other information in their AP Profile, they'll also need to sign in to their College Board account to make the same updates. The updated information in their AP Profile won't automatically carry over to their College Board account.

Students may have questions about a few fields.

- **School You Attend and Filter by School Zip Code:** The school's city and state will be displayed next to the school name when students search for their school. 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.
 - ♦ A homeschooled student can search for their state or country plus "home school" (e.g., New Jersey Home School) and select this entry. If they can't locate their school through the school name or zip code search fields, they can select **I can't find my school**. If a student selects this, their mailing address is designated as their homeschool.

- **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**.

The screenshot shows a mobile app interface for a 'Register' form. The title 'Register' is at the top right with a close button. Below it is the section 'Student Information'. The form includes the following fields and instructions:

- AP ID:** WXYZ1234
- School You Attend *:** A search bar containing 'Sample High School' with a magnifying glass icon.
- Filter by School Zip (used for school search):** A text block explaining that if multiple schools are listed, the user should enter their school name or use this field to find their school by zip code. Below this is a button labeled 'Enter zip code for school'.
- Current Grade Level *:** A dropdown menu showing '12th grade' with a downward arrow.
- Student ID:** A text block explaining that if the user has a student identifier or ID number issued by their state, district, or school, they should enter it here. It notes that up to 25 characters can be entered and that social security numbers should not be entered. Below this is an empty input field.

At the bottom of the form, there is a link: 'See and send past AP exam scores' with an external link icon.

Indicating Free Score Report Recipient

Every student can have one free AP score report each year sent to any college, university, or scholarship program of their choice. Students indicate the recipient of their free score report at [cb.org/apfreescoreseend](https://collegeboard.org/apfreescoreseend). The deadline for students to indicate or change their free score report recipient is **June 20, 2026**.

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

If you've selected the advanced student exam decision indicator setting, 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 14 final ordering deadline with an **Order Exam** status of **Yes** in the exam roster.



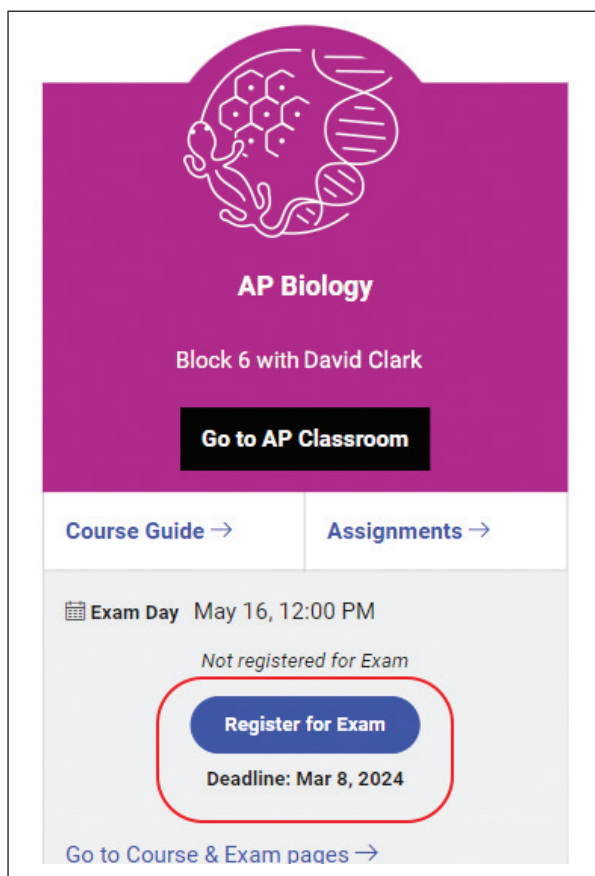
See pages [56–59](#) for details about the default and advanced settings.

If you've selected the advanced exam decision indicator setting:

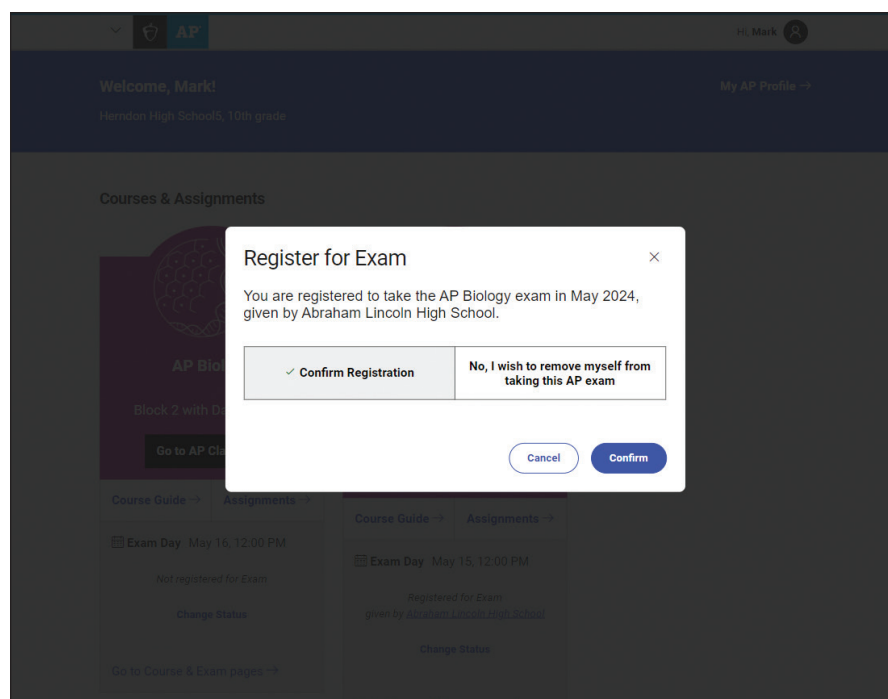
- Coordinators or teachers should tell students the deadline.
- In **My AP** the student clicks **Register for Exam** for each class section they're enrolled in.
- From the next screen, the student selects either **Confirm Registration** (if they're taking the exam), or **No, I wish to remove myself from taking this AP Exam**.
 - ♦ Students who are taking the exam at a school other than the one at which they're taking the class should select **No** for the section at the school where they're taking the class only. This will enable them to register for the exam at the other school.
- 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 below is just an example. The deadline shown below the **Register for Exam** button will be the date you set as the student decision deadline when you select the advanced decision indicator setting.

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



NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.



NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.

Viewing the AP ID

After completing their registration information, students can locate their AP ID if necessary.

- Students go to their My AP homepage.
- They click the link for **My AP Profile** in the top right.
- Then they click the **Registration** tab

[← Back to My AP](#)

My AP Profile

[Profile](#)
[Registration](#)
[Score Send](#)

STUDENT INFORMATION 2023/24

AP ID
WXYZ1234

School You Attend *
Old Mill Senior High School, Millersville, MD

Filter by School Zip (used for school search)
If multiple schools are listed after you enter your school name, use this field to find your school by zip code.
Enter zip code for school

Current Grade Level *
12th grade

Student ID
If you have a student identifier or student ID number issued by your state, district, or school enter it here. You may enter up to 25 characters. Do not enter your social security number in this field.
Enter your Student ID

Which Language Do You Know Best? *
English

Accessing AP Classroom Assignments

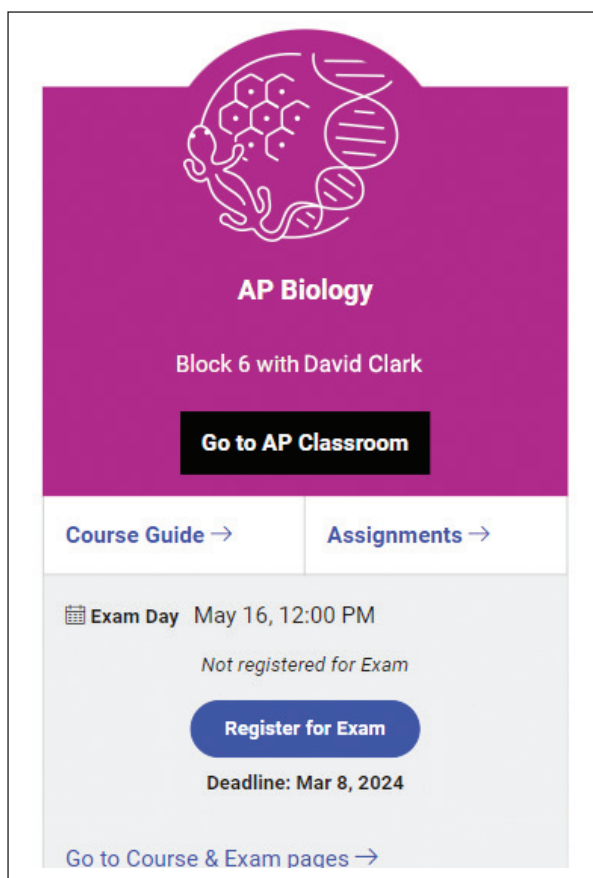
Students can click **Go to AP Classroom** to access resources for their course, **Course Guide** for an outline of all required course content and skills covered on the AP Exam and to access AP videos, and **Assignments** to access the specific assignments from their teacher.

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

If a student enrolled in a teacher's class section cancels an exam, they'll still be able to access AP Classroom assignments from that teacher.



The AP Classroom user guide for students is available at cb.org/apclassroom.



NOTE: The image above is an example of this screen from a previous year. The actual screen will reflect the current year's exam dates.



AP TEACHERS

Helping Students Join Your AP Class Section

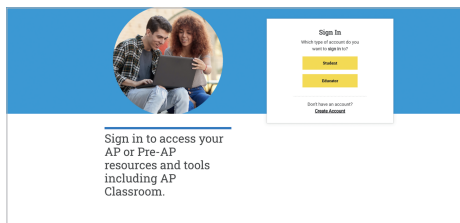
At the start of the school year, your students take five minutes to join your class section online and access AP resources.

Before classes start

Find the six-character join code for each of your class sections.

1 SIGN IN

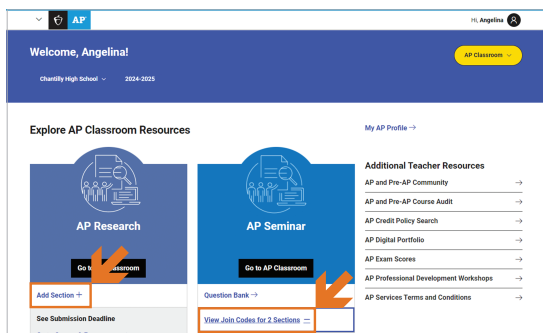
Sign in to myap.collegeboard.org using your College Board login. This is the login you use to access AP[®] course audit, the online teacher community, and score reports.




2 GET JOIN CODE(S)

You'll see a card for each course you're approved through AP Course Audit to teach, with quick access to AP resources for you and your students. If you're teaching a new course this year, submit your course audit form for approval by your course audit administrator first.

Click **View Join Code +** for the join code students will use to join this year's section in your course card(s). Don't distribute last year's join code. If you don't see your section, click **Add Section +**. Check with your AP coordinator about your school's naming convention for sections.



On the first day of class

- ☐ Distribute the "join code" assignment to students.
-  Download the assignment, **Joining Your AP Class Section**, at cb.org/joinapclass.
- ☐ Share your join code with your class, and encourage students to write it on their assignment or save it. Review the assignment together. Tell students to sign in to myap.collegeboard.org and join your class section before the next class.

On the second day of class

- ☐ Sign in to myap.collegeboard.org, click **View Join Code +** and then **Go to My Classes**. Check your class roster(s) to see which students still need to join.
- ☐ If any students aren't on your class roster, take a few minutes to have them sign in with their College Board login and join your class section.
- ☐ Click **Go to AP Classroom** to 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

Build and Check Student Understanding All Year

Use **AP Videos** in class, as homework, for additional practice, or as review.

Use **Topic Questions** and **Progress Checks** to give you and your students real-time feedback to help you address common misunderstandings.

WHEN TEACHING A SPECIFIC TOPIC:

Flexibly incorporate AP Videos into instruction. Support student learning of course content and skills by assigning these short videos for students to watch in class, as homework, for additional practice, or as review. The short videos cover selected content and skills from the AP Course and Exam Description and are always visible to students in AP Classroom.

Check student understanding as you teach. Assign Topic Questions (approximately three per topic) as homework or as an in-class assignment using AP Classroom. Students can answer these questions on desktop or laptop computers, mobile devices, or paper.

Use results to focus instruction. Review explanations of incorrect answers to reveal misunderstandings and identify specific content and skills to emphasize as you teach. Enable student access to results so they can receive personalized feedback.

WHEN YOU COMPLETE A UNIT:

Assign the Progress Check. Assign multiple-choice and free-response sections by unlocking the assignment Progress Checks to help students see their progress toward understanding course content and skills for each unit. Additionally, Progress Checks are editable. You are able to:

- Copy and edit full Progress Checks.
- Access individual questions directly in the Question Bank.
- Create custom quizzes that combine Progress Check questions with other questions in the Question Bank.

Use results to prioritize additional practice. Share assignment results and have students review reports so they can understand their personal strengths and improvement areas. You'll be able to use student and class reports to identify common strengths and weaknesses, as well as find related questions and videos to assign as additional practice.

Remember: These questions are formative. They're designed to help reveal gaps in knowledge and skills that can be addressed through additional instruction and practice.

Note: The full suite of AP Classroom resources is available for many AP courses with a unit structure. Not all resources may be available for courses with different structures or exam formats.



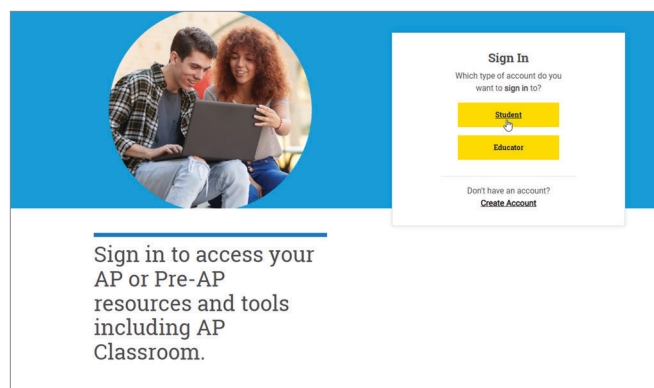
AP STUDENTS

Joining Your AP Class Section

Join your AP® courses online, so you can get feedback on your progress and register for AP Exams.

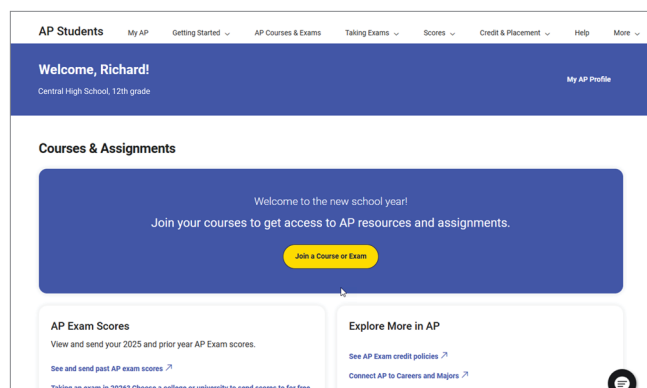
Write your join code(s) here:

Course _____	Course _____	Course _____	Course _____
Code _ _ _ _ _	Code _ _ _ _ _	Code _ _ _ _ _	Code _ _ _ _ _



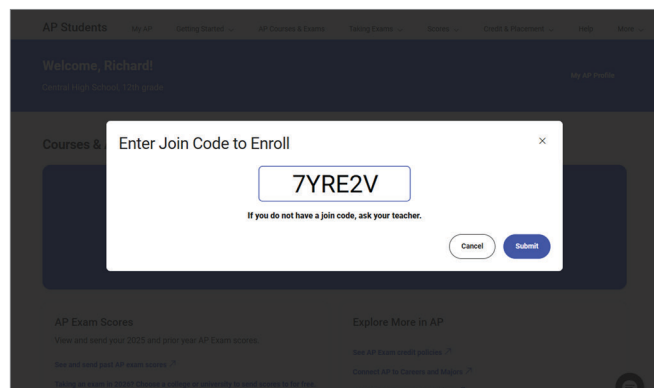
1 SIGN IN

Sign in to myap.collegeboard.org with your College Board account. 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 **Create Account** link.



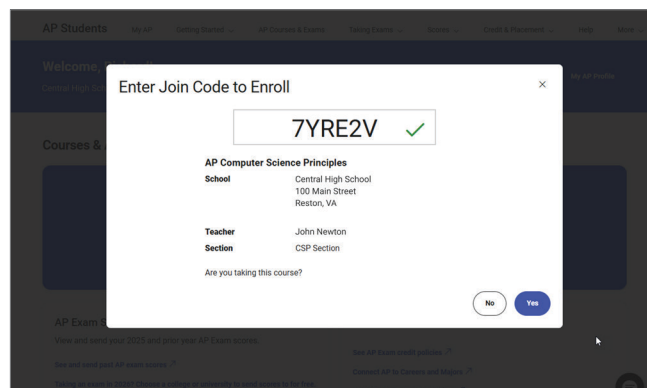
2 JOIN A COURSE

Click the **Join a Course or Exam** button. Before you do this, make sure you have the six-character 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**.

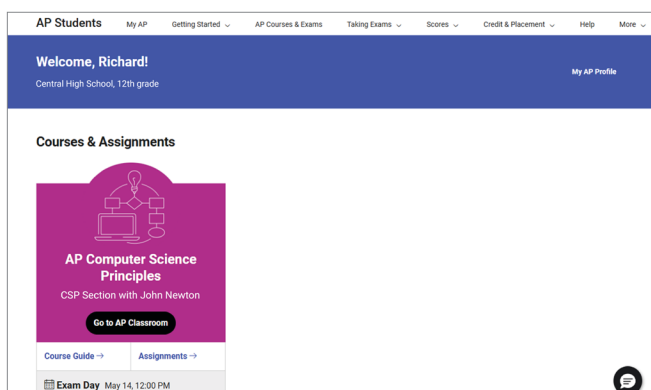


4 VERIFY COURSE INFORMATION

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

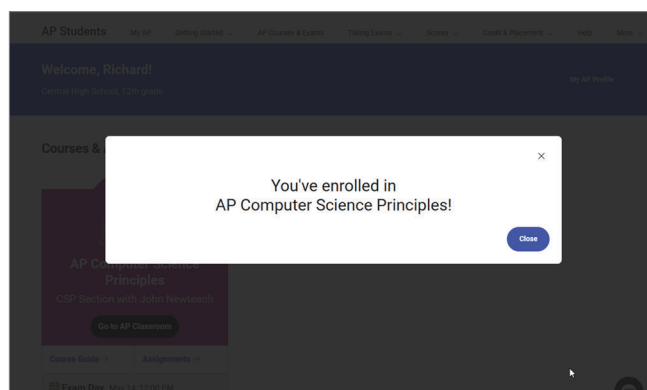
5 FILL OUT REGISTRATION INFORMATION

When you first join an AP course in My AP, check your registration info and fill in what's missing. To fix your name, middle initial, or birth date, contact AP Services for Students after registering. For other changes you make to your AP Profile, make sure to also update that information in your College Board account.



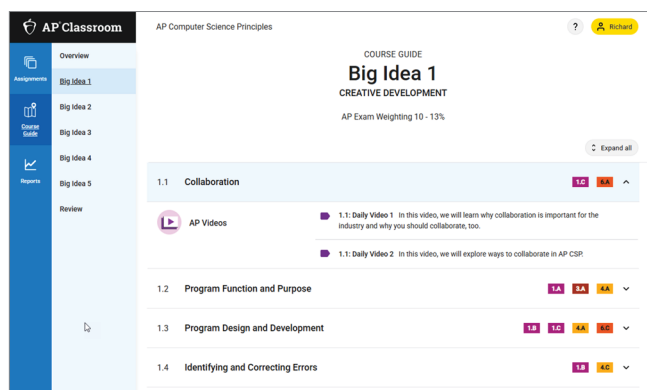
7 ACCESS AP CLASSROOM RESOURCES

Now that you're enrolled, click **Go to AP Classroom** to access resources for your course. Click **Assignments** to see assignments from your teacher.



6 CONGRATULATIONS!

You're enrolled in your AP course. If you're taking multiple AP courses, repeat steps 2–4 for each course you're taking this year, using the unique join code for each course.



8 WATCH AP VIDEOS

In AP Classroom, you'll see AP Videos for many of your course topics and skills. Use them to preview, clarify, or review what you're studying in class. You can watch on your own or as assigned by your teacher.

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. A family member 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 BigFuture® Opportunity Scholarships, you're all set.

IF YOU HAVE TROUBLE SIGNING IN TO YOUR ACCOUNT

If you can't remember your login information, follow the **Need help signing in?** links at myap.collegeboard.org.

- 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.

2026 AP Late-Testing Schedule

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

	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time	
Monday, May 18, 2026	Comparative Government and Politics		English Literature and Composition
	European History		Human Geography
	World History: Modern		Latin
Tuesday, May 19, 2026	Japanese Language and Culture		African American Studies
	United States Government and Politics		United States History
Wednesday, May 20, 2026	Microeconomics		Biology
	Seminar		Chemistry
	Statistics		French Language and Culture
			Macroeconomics
Thursday, May 21, 2026	Chinese Language and Culture		Art History
	Computer Science Principles		Calculus AB
	English Language and Composition		Calculus BC
	Music Theory		Italian Language and Culture
	Precalculus		Physics 2: Algebra-Based
			Physics C: Mechanics
Friday, May 22, 2026	Environmental Science		Computer Science A
	Physics 1: Algebra-Based		German Language and Culture
	Spanish Language and Culture		Physics C: Electricity and Magnetism
	Spanish Literature and Culture		Psychology

- Schools in all locations 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.
- 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 College Board is not permitted under any circumstances.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.

2026 AP[®] Exam Schedule

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

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 4, 2026	Biology	European History
	Latin	Microeconomics
Tuesday, May 5, 2026	Chemistry	United States Government and Politics
	Human Geography	
Wednesday, May 6, 2026	English Literature and Composition	Comparative Government and Politics
		Physics 1: Algebra-Based
Thursday, May 7, 2026	Physics 2: Algebra-Based	African American Studies
	World History: Modern	Statistics
Friday, May 8, 2026	Italian Language and Culture	Chinese Language and Culture
	United States History	Macroeconomics
ART AND DESIGN —Friday, May 8, 2026 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 11, 2026	Calculus AB	Music Theory
	Calculus BC	Seminar
Tuesday, May 12, 2026	French Language and Culture	Japanese Language and Culture
	Precalculus	Psychology
Wednesday, May 13, 2026	English Language and Composition	Physics C: Mechanics
	German Language and Culture	Spanish Literature and Culture
Thursday, May 14, 2026	Art History	Computer Science Principles
	Spanish Language and Culture	Physics C: Electricity and Magnetism
Friday, May 15, 2026	Environmental Science	Computer Science A

- 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 College Board is not permitted under any circumstances.
- Schools in all locations 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.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar end-of-course exams are only available to students taking AP Seminar at a school that has signed up to offer AP Seminar or participate in the AP Capstone Diploma Program.
- April 30, 2026 (11:59 p.m. ET)** is the deadline for:
 - AP Seminar and AP Research students to submit performance tasks as final.
 - AP Computer Science Principles students to submit their Create performance task as final.