

## AP COORDINATORS

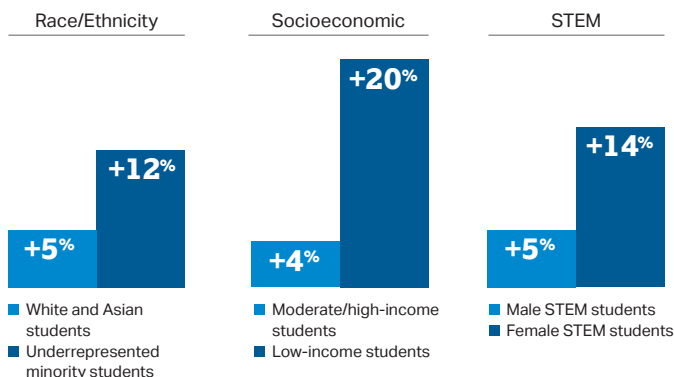
# A Path to Success from Day One to Exam Day



You work hard running your school's AP<sup>®</sup> program to make sure your students have every chance to earn college credit. To support you in your efforts, we're introducing new digital tools and processes that simplify exam ordering and administration.

## Fall Registration

More than half of schools that offer AP ask students to commit to taking the exam in the fall, boosting their chance of earning a score that translates to college credit. We've seen the benefits firsthand. Our 2017-18 fall exam registration pilot included 100 schools and 40,000 students. At these schools, scores of 3 and above increased across student groups:



**“[Fall exam registration] gets that buy-in in the classroom right away. Because even in February, if you have five kids who say, ‘I’m not gonna take it’ and 25 that are, it changes the dynamic, and it’s really difficult. So I think it very quickly creates that bond in the classroom that ‘We are gonna do this and we’re gonna pass this together.’”**

— AP COORDINATOR

## Supporting Fall Registration with New Digital Resources

We're introducing new digital resources that were designed and tested in collaboration with AP coordinators. With exam registration moved entirely online, coordinating AP classes and testing will be easier than ever.

At the start of the school year, AP teachers and students will log in and complete a simple activation process. Digital activation will:

- Give students and teachers access to the new resources throughout the school year
- Create class rosters to auto-populate exam orders and score reports
- Allow students to register for exams

Once digital activation is complete, coordinators will have access to streamlined ordering and exam day tools.

### STREAMLINED EXAM ORDERING

- View and edit prepopulated student rosters online
- Submit those rosters as your school's exam order
- Save administration time on exam day with personalized registration labels

### EXAM DAY TOOLS

- Use student rosters to assign students to exam rooms
- Manage proctor assignments online

## Your New AP School Year

### BEFORE THE SCHOOL YEAR

- **Spring:** Help your principal communicate new AP Exam ordering deadlines, policies, and fees to students and parents for 2019-20.
- **June:** In-person workshops for coordinators on registration and ordering begin.
- **August 1:** The AP Registration and Ordering system opens. Your principal will receive a mailing with the access code and should give it to you so that you can log in and complete the AP participation form. Interactive, self-guided tutorials are available.
- **August:** Create class sections for each class in AP Registration and Ordering.
  - ♦ Live online sessions on registration and ordering begin.
  - ♦ Ask teachers to retrieve join codes or distribute them to teachers.

### FALL 2019

- **October 4:** Preferred deadline to review registration rosters in the system, make needed changes, and confirm and submit the exam order. Orders may be updated and resubmitted without additional fees until the final deadline.
- **November 15, 11:59 p.m. ET:** Final deadline to submit the exam order without incurring additional fees. No payment is due to the College Board until June. Exams can be ordered or canceled after this date, although a fee applies in some cases.

### WINTER 2020

- Live online sessions on exam administration begin.

### SPRING 2020

- **March 13, 11:59 p.m. ET:** Deadline to order exams for spring courses and to update fall orders (fees may apply).
- **April:** Schools receive personalized student registration (AP ID) labels and AP Exams.
- **May:** Schools administer AP Exams.
- **June 15:** Schools return exam fee invoices with payments.

### SUMMER 2020

- **July:** AP Exam scores are released.

## Updates to Exam Fees

The exam fee and the fee reduction haven't changed for the 2019-20 school year, but we're introducing two new fees—one for late registration and another for canceling the exam. These fees encourage students to commit to the exams early and stay engaged throughout the year, increasing their chances of earning college credit. We were pleased that very few students in our pilot paid these fees. The best outcome we can imagine is to finish each school year without collecting a single late or cancellation fee.

Type	Description	Cost per Exam
On-time order	Exam ordered by November 15	<b>\$94</b>
Late order	Exam ordered between November 16 and March 13	<b>\$94+\$40 fee</b>
Unused/ canceled exam	Exam canceled or not taken by the student	<b>\$40</b>