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What’s New for Your 2019 AP Score Reports
A newly redesigned AP® Score Reports for Educators portal launched on June 10 at scores.collegeboard.org with updated reports and features.

If you previously had access to AP Score Reports for Educators, you don’t have to do anything to access the updated site.

5 years of data are always available on the website. Currently you’ll have access to reports from 2019 going back to the 2015 administrations.

Summer release dates for 2019 AP score reports are listed below.

- **July 5** – Subject Score Rosters
- **July 10** – AP Instructional Planning Reports
- **July 22** – Student datafile, organization score rosters, and summary reports
- **August 19** – Scholar reports
2019 Highlights and Improvements

Everything you liked about the old portal:

- Secure portal that delivers AP data and reports to schools and districts.
- Accessible to authorized teachers, AP coordinators, principals, and other school and district administrators.
- AP reports can be viewed and downloaded from one central place.
- Data from the previous 5 years are available.
- Administrators can submit report corrections online (e.g., if a student has an incorrect grade level or section).

Plus additional improvements:

- Updated look and feel.
- Scores available to everyone at the same time.
- Mobile friendly for tablets and phones.
- More intuitive site navigation.
- Cleaner and easier-to-read reports.
  - Grouped by function and type.
  - Enhanced Subject Score Rosters and Instructional Planning Reports.
- Increased report interactivity—filtering, sorting, search, and pagination features.
- Reports accessible by teachers at online providers.
- This year’s changes to U.S. Government and Politics exam reflected in the Instructional Planning Report.
Online Providers

Starting with the 2018-19 school year, teachers at online providers were able to be course authorized through AP Course Audit.

• This gives them the ability to sign in to the score reporting portal and view score reports, starting with the 2019 score release.

• Previously only one person at an online provider was authorized to view score reports.

Which 2019 reports can course authorized teachers at online providers access?

• Subject score roster
• Instructional planning report

Which reports can a school administrator at an online provider access?

• Subject score roster
• Instructional planning report
• Organization score roster (new!)

Online providers don’t have course authorized teachers for the 2017-18 school year and prior.

Teachers who want to access data from the 2018 administration or earlier and aren’t the designated AP Course Audit user for their school should contact that user to obtain their students’ scores for 2018 and earlier.

Note: If a student didn’t designate an online provider to receive their score at the time of the exam, the online provider must reach out to the student or to the school for the score.
How to Get Access to AP Score Reports

Learn how you and your staff can get access to your data.
AP Score Reports for Educators

Access scores.collegeboard.org

• **Step 1** – Create a College Board account.

• **Step 2** –
  • If you’re a teacher, make sure you’re course authorized for the most recent administration for which scores have been released.
  • If you’re other school or district staff, check if you already have access via AP Course Audit or AP Registration and Ordering.
  • If not, obtain an access code from your AP coordinator or principal.

• **Step 3** –
  • If you’re a teacher, sign in.
  • If you’re a school or district administrative staff, add your access code to your account before signing in.
Access for Teachers via AP Course Audit

For more information, visit apcentral.collegeboard.org/courses/ap-course-audit

• AP teachers get access to score reports based on the subjects they’re authorized to teach for the current academic year through AP Course Audit.

• AP Course Audit provides a secure means for teachers to directly access their students’ data.
  - 2018-19 course authorization will only allow access to 2019 reports starting on July 5.
  - Once authorized, only an account logon is needed to access the site. No access code is required.

• If a teacher wasn’t course authorized for their course for the 2018-19 school year, they won’t have access to their score data online. Speak to your principal or AP coordinator regarding scores for your students.

• If a teacher has prior year scores but no course authorization for the most recent reporting year, they won’t be able to view prior years scores either.
Access for Administrators via Access Codes

Only applies to new users requesting school or district administrator level access to AP Score Reports for Educators.

You don’t need to use an access code if:

• You’re a school or district administrator who has accessed AP score reports in the past.
• You’re a school or district administrator who already has access to AP Course Audit.
• You’re already a user in AP Registration and Ordering.

School and district administrators need an access code to sign in to AP Score Reports for Educators for the first time.

Codes are specific to a role and an organization.

Access codes were emailed to AP coordinators, alternate AP coordinators, principals, AP Course Audit administrators, and district points of contact June 12–14 this year.

• They’re valid for approximately 12 months before they expire. New access codes are generated and emailed every year prior to July score release.

• This code can be used up to 5 times at the school or district. If additional uses are needed, reach out to AP Services for Educators.
Adding an Access Code to Your College Board Account

1. Sign in to your College Board account.
2. Select to add access codes. This will take you to the AP Score Reports for Educators enrollment screen.
3. Search for and select your organization.
4. Enter your access code.
5. Click Add.
Educators Associated with Multiple Organizations

Some educators may serve multiple organizations.

• Users who have access to reports for multiple organizations (schools and/or districts) will select a specific organization to view reports for.

• These users won’t have to sign out and sign back in again to switch between organizations.

Change your organization without having to sign out and sign back in again by clicking the Change Organization link on your Reports homepage next to your organization name. This will take you back to the Select an Organization screen.
Supported Software and Browsers

Technical tips for optimizing your experience.
Supported Operating Systems and Browsers

Make sure you are ready to access your data by taking these steps first.

To access AP Score Reports for Educators, you’ll need an internet connection and one of the following operating systems:
- Windows® 7 or 10
- Mac® OS X
- Chrome OS

To take advantage of the full range of features the tool has to offer, we recommend you use one of the following web browsers:
- Google Chrome (latest version)
- Firefox (latest version)
- Safari (latest version)

**Note:** Internet Explorer 11 or a prior version isn’t recommended for accessing the site because support for this browser is being phased out by Microsoft®.
Browser Settings and Devices

Additional technical tips for the optimal experience.

Set your browser to the following for optimal report viewing:

- JavaScript enabled
- Cookies enabled
- Pop-up blockers disabled
- File downloads enabled

To learn how to view or change your browser preferences, refer to your browser’s help text.

- For the optimal experience, use the menu and navigation options provided within the site.
- Don’t use your browser’s **Back** or **Forward** buttons to navigate the website.
- While some portions of the site have been optimized for a mobile or table device, some reports should still be accessed on a desktop for the optimal experience, including the:
  - Student datafile
  - Summary reports
Overview of Educator Reporting Features

Learn more about the exciting changes to your AP score reports.
Reports and Report Features

Reports are organized by function and type.

• All reports are available for the 5 most recent exam administrations, except the Five Year Score Summary is only available for the most recent year.
• Because they’re based on role and organization, you’ll see just the relevant reports you have access to.

• **Roster and Student Reports** - View performance by subject, by organization, or by student.
  • Subject Score Roster
  • Organization Score Roster
  • Student datafile
  • Student Score Report
  • Scholar Roster

• **Instructional Planning Reports** - Identify areas of curriculum and instruction that need improvement.
  • The Instructional Planning Report, Instructional Planning Report by Section, and Instructional Planning Report for Online Providers have been consolidated into one report.

• **Summary Reports** - Track progress, report on your institution, and plan.
  • Current Year Score Summary
  • Five Year Score Summary
  • Summary by Student Demographics
  • District Summary by School
  • Scholar Summary
AP Score Reports Homepage—Teacher View

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>Reports available to the user based on their role and organization.</td>
</tr>
<tr>
<td>Help</td>
<td>Resources and tips for using the reports and related features within the site.</td>
</tr>
<tr>
<td>Change Organization</td>
<td>If you’re associated with multiple organizations, change your view here without signing out.</td>
</tr>
<tr>
<td>Administration Year</td>
<td>Select the administration you would like to view reports for. Always defaults to the most recent year.</td>
</tr>
</tbody>
</table>

AP Score Reports for Educators

Sue Landers High School

AP Score Reports


Data Refresh Window: Reports Unavailable Tuesdays, Thursdays, and Saturdays from 11 p.m. – 2 a.m. ET
Between 11 p.m. and 2 a.m. ET your data will be unavailable as we perform system maintenance. You may experience blank or partial reports during this time. Your data is updated on a regular basis to ensure the most up to date information. Please return after this window to view your updated reports.

Roster and Student Reports
View performance by subject, by organization, or by student.
- Studio Art: 3-D Design Portfolio

Instructional Reports
Identify areas in which to improve curriculum & instruction.
- Studio Art: 3-D Design Portfolio
School administrators can access these reports:

**Rosters and Student Reports**
- Student Score Report
- Subject Score Roster
- Organization Score Roster
- Scholar Roster
- Student datafile

**Instructional Planning Report**

**Summary Reports:**
- Five Year Score Summary
- Equity and Excellence Report
- Current Year Score Summary
- Summary by Student Demographics
District administrators get the following reports. District users get the same reports as school administrators and may access versions of these reports with data aggregated to the district level. They have the option to view reports for an individual school in their district or access data aggregated to the district level.

### AP Score Reports for Educators

#### Roster and Student Reports
- Subject Score Roster
- Scholar Roster (Not Available)
- Organization Score Roster
- Student Datafile

#### Instructional Reports
- Instructional Planning Report

#### Summary Reports
- Current Year Score Summary
- Scholar Summary (Not Available)
- Five Year Score Summary
- District Summary By School
- Summary by Student Demographics
- Equity And Excellence
Deep Dive: Subject Score Roster
Subject Score Roster

The Subject Score Roster is a student roster by subject that lists all students and their AP scores within your organization. The roster does not display students with incomplete or missing scores.

Use this report to view individual student scores and to see how your group of students performed relative to their peers.

Who has access?
- AP teacher*
- School administrator*
- District administrator

*Includes users at online learning providers (OLPs)

Teachers will select a subject from their report list.
Administrators will select the name of the report.

After selecting the subject, the teacher will see a Customize Report page prompting them to select sections before running the report.
Customize Reports

Some reports require that you select a subject, section(s), or a school before running the report.

- The options presented are based on your role and report.
- If you don’t select all required fields, the application will display a message.
- You may change these selections after running the report by choosing the Customize option in the report header.

No data scenario:
Sometimes no data is available for the report you have selected. When you navigate to the Customize page, the system will show a No Data message with empty drop-downs.
Section Codes

Using section codes for multiple classes/teachers.

For the 2018-19 school year:

- Schools were able to designate up to 10 section codes per subject.
- Teachers should ask their AP coordinator which section codes correspond to their classes.
- Teachers should select only those class sections that are their own.
- If schools didn’t designate class sections, teachers will be able to view the Subject Score Roster and AP Instructional Planning Report for all students in whichever subject the teacher is authorized for in AP Course Audit.
- Teachers will reselect their section codes each time they run a report. Section selections aren’t saved for the current year or prior years.
- Section selections can be changed anytime by clicking the Customize option on the report header.
- You can now select one, all, or a subset of sections to run your report against.
Section Codes cont.

New for the 2019-20 school year:

Changes to note for 2019

• Sections created in AP Registration and Ordering will automatically reflect in reports at the years’ end.

• Teachers will view scores only for students enrolled in sections they are assigned to.

• Section names will display exactly as they are set up in AP Registration and Ordering.

• Sections will be directly tied to teacher(s) so school and district administrators will be able to customize reports by section and also filter by teacher.
Subject Score Roster

Subject summary with state and global comparisons—scroll down the report for more information.
Subject Score Roster

Score distributions with comparables—scroll down the report for more information.

<table>
<thead>
<tr>
<th>Comparable groups</th>
<th>Total Students</th>
<th>Score 1</th>
<th>Score 2</th>
<th>Score 3</th>
<th>Score 4</th>
<th>Score 5</th>
<th>Mean score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your group (All Selected Sections)</td>
<td>37</td>
<td>30% (11)</td>
<td>3% (1)</td>
<td>24% (9)</td>
<td>14% (5)</td>
<td>30% (11)</td>
<td>3.11</td>
</tr>
<tr>
<td>School</td>
<td>37</td>
<td>30% (11)</td>
<td>3% (1)</td>
<td>24% (9)</td>
<td>14% (5)</td>
<td>30% (11)</td>
<td>3.11</td>
</tr>
<tr>
<td>VA</td>
<td>46</td>
<td>30%</td>
<td>4%</td>
<td>20%</td>
<td>11%</td>
<td>35%</td>
<td>3.15</td>
</tr>
<tr>
<td>Global</td>
<td>78</td>
<td>31%</td>
<td>3%</td>
<td>13%</td>
<td>15%</td>
<td>38%</td>
<td>3.28</td>
</tr>
</tbody>
</table>
Subject Score Roster

Score distributions with comparables—sections expanded—scroll down to view roster.

### Score Distributions with Comparables

<table>
<thead>
<tr>
<th>Comparable groups</th>
<th>Total Students</th>
<th>Score 1</th>
<th>Score 2</th>
<th>Score 3</th>
<th>Score 4</th>
<th>Score 5</th>
<th>Mean score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your group (All Selected Sections)</td>
<td>37</td>
<td>30% (11)</td>
<td>3% (1)</td>
<td>24% (9)</td>
<td>14% (5)</td>
<td>30% (11)</td>
<td>3.11</td>
</tr>
<tr>
<td>4th period</td>
<td>6</td>
<td>50% (3)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>50% (3)</td>
<td>3.00</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>50% (4)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>50% (4)</td>
<td>3.00</td>
</tr>
<tr>
<td>LT_WHS_CSP_SEC1</td>
<td>1</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>100% (1)</td>
<td>5.00</td>
</tr>
<tr>
<td>lt_whs_csp_sec3</td>
<td>5</td>
<td>40% (2)</td>
<td>0% (0)</td>
<td>0% (0)</td>
<td>40% (2)</td>
<td>20% (1)</td>
<td>3.00</td>
</tr>
<tr>
<td>WHS_CSP_INSTRUCT4</td>
<td>17</td>
<td>12% (2)</td>
<td>6% (1)</td>
<td>53% (9)</td>
<td>18% (3)</td>
<td>12% (2)</td>
<td>3.12</td>
</tr>
<tr>
<td>School</td>
<td>37</td>
<td>30% (11)</td>
<td>3% (1)</td>
<td>24% (9)</td>
<td>14% (5)</td>
<td>30% (11)</td>
<td>3.11</td>
</tr>
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<td>20%</td>
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</tr>
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<td>3%</td>
<td>13%</td>
<td>15%</td>
<td>38%</td>
<td>3.28</td>
</tr>
</tbody>
</table>
## Subject Score Roster

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Score</th>
<th>Grade Level</th>
<th>Student ID</th>
<th>AP Number / AP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abshire; Lavon Y.</td>
<td>1</td>
<td>10th Grade</td>
<td>U1XZ4610</td>
<td></td>
</tr>
<tr>
<td>Blanda; Spencer G.</td>
<td>4</td>
<td>10th Grade</td>
<td>U95ZW91</td>
<td></td>
</tr>
<tr>
<td>Borer; Jody O.</td>
<td>5</td>
<td>No longer in high school</td>
<td>UV928810</td>
<td></td>
</tr>
<tr>
<td>Boyle; Jerome S.</td>
<td>3</td>
<td>&lt; 9th Grade</td>
<td>U2XXU2XZ</td>
<td></td>
</tr>
<tr>
<td>Cole; Precious S.</td>
<td>5</td>
<td>No longer in high school</td>
<td>U85ZY2V4</td>
<td></td>
</tr>
<tr>
<td>Collier; Ashlyn K.</td>
<td>3</td>
<td>11th Grade</td>
<td>UYZ597X4</td>
<td></td>
</tr>
<tr>
<td>Collins; Laron U.</td>
<td>1</td>
<td>12th Grade</td>
<td>U13VSU05</td>
<td></td>
</tr>
<tr>
<td>Conroy; Jeremy U.</td>
<td>5</td>
<td>10th Grade</td>
<td>U5TY2Z4V</td>
<td></td>
</tr>
<tr>
<td>Corkery; Hassan O.</td>
<td>5</td>
<td>10th Grade</td>
<td>U53102V6</td>
<td></td>
</tr>
<tr>
<td>Cornier; Luisa S.</td>
<td>1</td>
<td>10th Grade</td>
<td>UY6UZW36</td>
<td></td>
</tr>
<tr>
<td>Corwin; Julien K.</td>
<td>5</td>
<td>10th Grade</td>
<td>U2WY5X70</td>
<td></td>
</tr>
</tbody>
</table>
Sort, Search, and Pagination

Some reports now include sorting, search, and pagination tools to assist with navigating large sets of data.

**Sort** - open the “Sort Table by” drop-down to view which columns to sort by ascending order in the following reports:

- Student Rosters
- Instructional Planning Reports

**Search** - search for an individual student by last or first name. To remove the filter and return to the full list of students, delete any entered value in this field, and click **Search** again. Available on these reports:

- Subject Score Roster
- Organization Score Roster

**Pagination** - To navigate through large lists of students, roster tables are paginated.

- Subject Score Roster - 40 students per page
Filtering Reports

Some reports allow you to apply additional filters to your data after the report has run.

• You can use these filters to drill down into the performance of a subset of your students, compared to their peers with the same attributes. For example:
  • **Subject Score Rosters** – filter by score and/or grade level.
  • **Instructional Planning Reports** – filter by score and/or grade level.

• To view the available filters in a report, click on the **Filter Data** button.

• **Apply Filters**
  • Filters will apply to the data for your group of students as well as any aggregate peer data at the state and global levels in your report.

• **Remove Filters**
  • To remove or clear filters, use the filter tags to remove filters, or deselect/select new filter values in the drop-down menus.

• **Teachers get two filter options:**


![Filter Data Interface](image)

*Note: No Data Available - In some situations, no data is available for your chosen filters. For example, if you choose to view all 10th-grade students who scored a 4, but none of your students received that score, you’ll see a No Data message directing you to select different criteria.*
Administrators have two filters in addition to what teachers get in this report.

Filters Available:
- Teacher
- Attended/instructed
- Score
- Grade level
Filter Description: Attended/Instructed

This filter is available only to administrators on the Subject Score Roster, Instructional Planning Report, and Organization Score Roster.

- **All Students**
  - Students who either attend your school/district or received instruction in this subject at your school/district.

- **Attending Students**
  - Students who attend your school/district, regardless of where they received instruction in this subject. Summary reports are based on this same subset of attending students.

- **Instructed Students**
  - Students who received instruction in this subject at your school/district, regardless of what school they attend. This filter excludes, for example, students who self-studied for this exam.

- **Students Both Attending and Instructed at Your Organization**
  - Students who attend your school/district and received instruction in this subject at your school/district. This filter excludes, for example, students who self-studied or attend another school.
The date of the most recent data update is displayed in the report header.

Score information is updated on a regular basis. Check back often to see if updates have been made to your data.

Requests for report data corrections can take 10–14 business days from the date of the request to be processed and then reflected in reports.
Downloading Reports in CSV and PDF Formats

- Download to PDF (For teachers and administrators)
  - Subject Score Rosters
  - Instructional Planning Reports
- Download to CSV (For administrators only)
  - Subject Score Rosters
  - Organization Score Roster
  - Scholar Roster
Deep Dive: Instructional Planning Report
Instructional Planning Report

This report shows students’ performance on the multiple-choice and free-response sections for each AP Exam administered during the operational period, compared to the global group.

Who has access?

- AP teachers*
- School administrators*
- District administrators

*Includes users at online learning providers (OLPs)
Instructional Planning Report

Summary and score distributions—scroll down the report for more information.
## Instructional Planning Report

**Detailed performance breakdown—multiple-choice performance**

<table>
<thead>
<tr>
<th>Content Area</th>
<th># of Questions</th>
<th>Mean # of Correct Answers</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Group</td>
<td>State</td>
</tr>
<tr>
<td>PERIODS 1 - 3: 1491 - 1800</td>
<td>12</td>
<td>9.0</td>
<td>7.1</td>
</tr>
<tr>
<td>PERIODS 4 - 6: 1800 - 1898</td>
<td>21</td>
<td>17.2</td>
<td>13.8</td>
</tr>
<tr>
<td>PERIODS 7 - 9: 1890 - PRESENT</td>
<td>22</td>
<td>18.0</td>
<td>14.3</td>
</tr>
<tr>
<td>POLITICS/POWER</td>
<td>11</td>
<td>9.1</td>
<td>7.4</td>
</tr>
</tbody>
</table>
# Instructional Planning Report

## Detailed performance breakdown—free-response performance

### Multiple-Choice Performance

### Free-Response Performance

<table>
<thead>
<tr>
<th>Question</th>
<th>Max Score</th>
<th>Mean</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Group</td>
<td>State</td>
</tr>
<tr>
<td>SHORT ANSWER QUESTION 1: ANALYZING SECONDARY SOURCES</td>
<td>3</td>
<td>2.5</td>
<td>1.6</td>
</tr>
<tr>
<td>SHORT ANSWER QUESTION 2: CAUSATION WITH STIMULUS</td>
<td>3</td>
<td>2.5</td>
<td>1.9</td>
</tr>
<tr>
<td>SHORT ANSWER QUESTION 3: COMPARISON</td>
<td>3</td>
<td>2.0</td>
<td>1.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHORT ANSWER QUESTION 4: COMPARISON</td>
<td>3</td>
<td>2.2</td>
<td>1.4</td>
</tr>
</tbody>
</table>
Instructional Planning Report

Forms

A version of the exam administered to a subset of students.

<table>
<thead>
<tr>
<th>STUDENTS TAKING THE EXAM</th>
<th>SCORE DISTRIBUTIONS</th>
<th>SCORE DISTRIBUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR GROUP</td>
<td>VA</td>
<td>GLOBAL</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Instructional Planning Report—Teacher View

**Filters**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Scores</td>
<td>All Grade Levels</td>
</tr>
</tbody>
</table>

- **Current Configuration:**
  - **Score:** 4
  - **Grade Level:** All Grade Levels

- **Buttons:**
  - Cancel
  - Download Report
  - Remove Filters
  - Apply Filters
Students: Designating the Free Score Send

Help your students take advantage of the free score send included with their registration.
Free Score Send for Students

Review the new process in 19–20 for designating a free score send with your students.

• Students can send one free score report every year they take an AP Exam.
• In the past they did this on exam day by entering the 4-digit code of the college, university, or scholarship program on their first or "registration" AP answer sheet.
• Starting in the 2019-20 school year, students will designate their free score send during their online registration process. They’ll no longer have the option to enter this on the AP answer sheet.
• They’ll be allowed to add or make changes until June 20, 2020.
• Starting August 1, have them sign in to their AP Profile and select the Score Send tab.
Additional Tips and Resources
Navigating Between Reports and Around the Site

To switch to another report, click on the Reports option in your top menu. Do not use the back button on your browser.

Returning to the homepage after viewing a prior year’s report will send users back to the list of reports from the most recent test administration.

Click on the person icon next to your username to open a drawer with the following options:

- **Account Settings** - will take you to your College Board professional account profile page. You’ll be prompted to re-enter your password as a security check. From here you can manage your personal information.
- **Sign Out** - signs you out of AP score reports and your College Board professional account.
- **My Dashboard** - will direct you to your College Board Professional Account Tools and Services dashboard. You can add additional access codes from here.
Administrator Tools

Options for requesting corrections to data.

- Only the AP coordinator, principal, alternate APC, or district POC can request these changes.
- Teachers should contact their principal or APC if they see information in their reports that needs to be corrected.

Request Data Corrections

1. Remove a Student
2. Add a Student
3. Update Student Class Section
4. Update Student Grade Level

These options are no longer available within the site.

1. Usage reports
2. Update Student Name/Contact Information – student must initiate change by calling into AP Services for Students.
3. Consolidate Duplicate Student Records – student must initiate change by calling into AP Services for Students.
4. Investigate Missing or Incomplete Scores – users should contact AP Services for Educators after September 1.
5. Update School/District Information – users should contact AP Services for Educators.
6. Add/Remove a School from a District – users should contact AP Services for Educators.
AP Score Reports for Educators gives administrators an easy way to submit report data correction requests. Only the AP coordinator, principal, alternate AP coordinator, or district POC can request these changes. Teachers should contact their principal or APC if they see report information that needs to be corrected.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Use this option when you ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove a Student</td>
<td>Identify students who aren’t in your school but who appear on the School Score Roster or the Student Score Report.</td>
</tr>
<tr>
<td>Add a Student</td>
<td>Identify AP students who are in your school but not on the School Score Roster or Student Score Report. It’s important that you check both the School Score Roster and the Student Score Report. The roster doesn’t display students with incomplete or missing scores. The Student Score Report will display that the student sat for the exam and their score is pending. Scoring is primarily complete by early July, but some activity takes place up until early September due to missing AP numbers, students incorrectly bubbling their personal information, late testing, etc.</td>
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<tr>
<td>Update Student Class Section</td>
<td>Identify students from your school who were assigned the wrong class section and who appear incorrectly on AP Instructional Planning Reports or Subject Score Rosters organized by class section. This option only applies to schools that designated sections during the AP Exam administration.</td>
</tr>
<tr>
<td>Update Student Grade Level</td>
<td>Identify students from your school who were assigned the wrong grade level and who appear incorrectly on any reports that designate students’ grade level.</td>
</tr>
</tbody>
</table>
Help

- The Help link will open the Scores section of AP Central®.

- What’s New for 2019
  - apcentral.collegeboard.org/scores/available-reports/report-descriptions

- Report Tips and Tricks
  - apcentral.collegeboard.org/scores/instructions-tips
More Online Resources

- AP Score Reports for Educators: scores.collegeboard.org
- AP Central – Scores Section: apcentral.collegeboard.org/scores
- Viewing data by class section: collegeboard.org/apsections
- Subject Score Roster: apcentral.collegeboard.org/scores/available-reports/rosters-and-student-reports
- Instructional Planning Report: apcentral.collegeboard.org/scores/available-reports/instructional-planning
- Student datafile: collegeboard.org/apdatafile
- Tips: collegeboard.org/apscorestips
- AP Score Reports for Students: apscore.collegeboard.org/scores