AP®

2023-24 AP® Coordinator's Manual

INCLUDES:

- **2024 AP Exam schedule**
- **Exam ordering policies and deadlines**
- **Instructions about exam registration and ordering processes**

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**.

AP Equity and Access Policy

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

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

Inquiry Form: **cb.org/apeducatorinquiry**

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

Inquiry Form: **cb.org/apstudentinquiry**

AP Services mailing information

P.O. Box 6671
Princeton, NJ 08541-6671

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

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226
844-255-7728 (toll free in the United States and Canada)
212-713-8333
Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications for accommodations to:
College Board SSD
P.O. Box 7504
London, KY 40742-7504
866-360-0114 (fax)

Office of Testing Integrity (OTI)

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

P.O. Box 6671
Princeton, NJ 08541-6671
833-435-7684 (toll free in U.S., U.S. territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org or
collegeboardtestsecurity@collegeboard.org
Test Security Hotline: **collegeboard.org/reportcheating**

Contents

AP Processes and Resources

AP® Exam registration takes place in the fall. AP teachers have access to instructional resources in AP Classroom starting on July 1. When students enroll in their class sections online, teachers can begin assigning instructional resources to them through AP Classroom, and students can be registered for their AP Exams.

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**.

AP Students → → My AP and AP Classroom

AP Teachers → → AP Classroom

AP Coordinators → → AP Registration and Ordering

myap.collegeboard.org
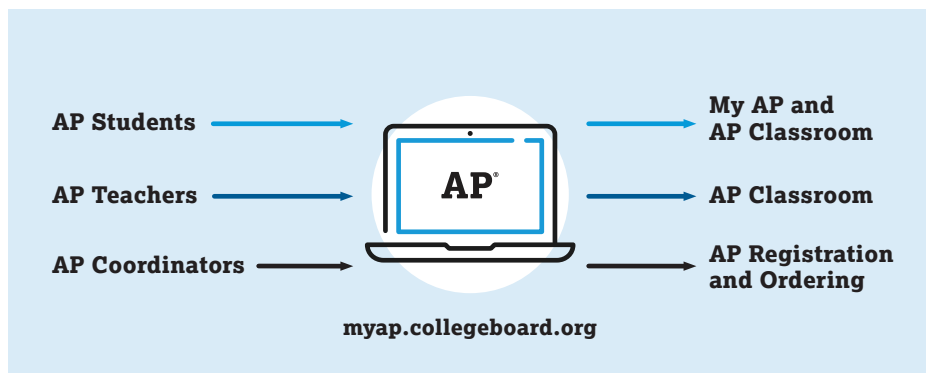
For AP Coordinators

Coordinators use **AP Registration and Ordering**, which they access from their homepage, to organize student exam registrations and manage and submit the 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 15, 2023, 11:59 p.m. ET.** See the **AP Exam Ordering Deadlines, Fees, and Policies** section of this manual for details.

Fall Exam Ordering   **AP ID Labels**
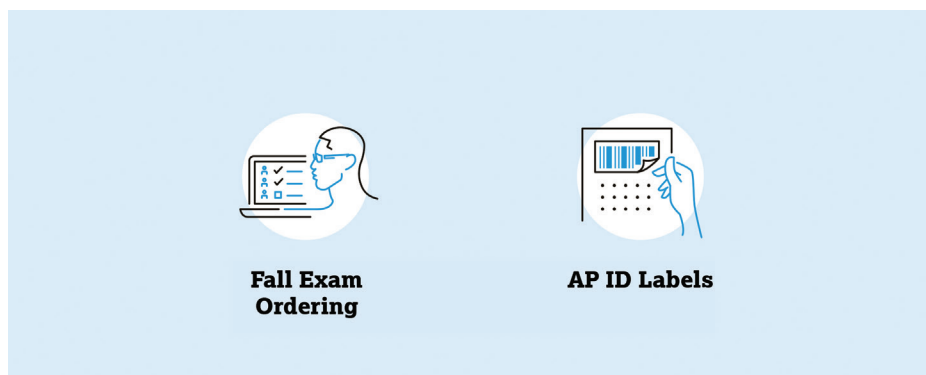
When students register for exams, AP coordinators can access **student rosters**. Coordinators then review, adjust, and submit that information as the school's exam order. See the **Accessing and Using AP Registration and Ordering** section of this manual for details.

In the spring, your school will receive a set of personalized **AP ID labels** for each student included in your exam order. AP ID labels connect students' exam materials with their registration information, which minimizes the time spent on bubbling student information before the exam. See the **AP ID Label Sheets** section 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 will suggest a sequencing and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.

AP Daily is a series of on-demand, short videos—created by experienced AP teachers and faculty—that can be used for in-person, online, and blended/hybrid instruction. These videos cover every topic and skill outlined in 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 learning required course content and skills as they complete each unit throughout the year.

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.

Reports provides teachers with a one-stop shop for student performance on all assignment types, including Progress Checks.

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 individual feedback from completing Topic Questions and Progress Checks assigned by their teachers, and they can also learn more about course content and skills by watching AP Daily videos anytime, anywhere.

See the **Resources and Tools for AP Teachers and Students** section of this manual for details.

Setup, Enrollment, and Ordering

From July 1 through November 15, schools complete four steps to access AP Classroom resources and register students for AP Exams. See the **Accessing and Using 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 beginning July 1 and can begin setting up class sections and accessing resources for their AP Course Audit–approved courses. If teaching a new AP course, teachers submit the AP Course Audit form for AP Course Audit administrator approval.
Coordinators and principals	receive the access code by email on August 1. (If you can't locate your access code, contact AP Services for Educators.)
Coordinator	signs in to **myap.collegeboard.org** using their College Board username and password and enters the access code for AP Registration and Ordering. You'll receive a new access code each year.
Coordinator	completes the initial setup steps in AP Registration and Ordering and electronically signs the AP Participation Form.
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.

2. Class Section Setup 🔧

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

3. Enrollment and Use of AP Classroom Resources 📍

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

Coordinator	organizes the exam roster and submits the exam order by the November 15 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 15, 2024, 11:59 p.m. ET.)

Before Classes Begin

By the first day of class

First day of class

Before the second day of class

Second day of class

By November 15, 11:59 p.m. ET (October 4 preferred)

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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 **2023-24 AP Coordinator Planning Calendar** in this manual.

Before school starts: Get ready

- Communicate AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure the AP Course Audit form is approved by the AP Course Audit administrator for any new 2023-24 AP course submitted by a new AP teacher and/or AP teacher teaching a course for the first time.

AUG 1

Beginning August 1, 2023:

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

- AP coordinator receives AP Registration and Ordering access code; completes initial setup and completes the AP Participation Form online. *(See pages 42–53.)*

Before classes begin:

Create class sections in myap.collegeboard.org.

- The AP coordinator creates AP class sections if sections haven't already been created. *(See pages 59–65.)*

Before the second day of class:

- Students sign in to My AP and enroll in the class sections for each AP class they're taking, using the unique join code for each section supplied by the teacher or coordinator. Students can enroll in class sections beginning August 1. *(See pages 68, 110.)*

Second day of class:

- Teachers and students begin using AP Classroom resources. *(See pages 107–109, 115.)*

OCT 4

By October 4, 2023:

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 15, 11:59 p.m. ET.

NOV 15

By November 15, 2023, 11:59 p.m. ET:

- **Deadline for the AP coordinator to submit the exam order.** No payment is due until June 15, 2024.
- Each exam ordered after this date (and until March 15, 2024, 11:59 p.m. ET) will incur an additional $40 late order fee; some exceptions apply. *(See pages 20–24.)*
- Exams may be canceled after this date, but $40 will be charged per exam; some exceptions apply. *(See pages 20–24.)*

MAR 15

By March 15, 2024, 11:59 p.m. ET:

Submit final updates for AP Exam order.

- Deadline for the AP coordinator to update the exam order with any late orders and known cancellations (fees may apply); deadline to submit the exam order for courses that start after November 15. *(See page 20.)*

Frequently Requested Information

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- How do I order exam materials for students with accommodations? *Pages 88–93*
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- What special format materials can be ordered through AP Registration and Ordering? *Page 91*

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 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. 116–117), for AP teachers, has instructions for getting class join codes and ensuring that students have joined class sections.
- **Joining Your AP Class Section** (pp. 118–119), 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 **collegeboard.org/apdownloads**.

Important Updates for 2023-24

2024 AP Exam Schedule

AP Exams will be administered in schools as paper and pencil exams* during the first two full weeks of May: **May 6–10** and **May 13–17**.

A late testing window is available **May 22–24** if students cannot test during the first two full weeks of May.

*As usual, AP Chinese and AP Japanese Exams are administered on computers.

The complete exam schedule is on the last two pages of this manual and on AP Central® (**collegeboard.org/apexamdates**).

2024 In-School Digital AP Exams

For the 2024 AP Exam administration, schools in the 48 contiguous states and Washington, D.C. can choose to give either paper or in-school digital exams (or a combination of paper and in-school digital). See more details at **cb.org/ap-2024-digital**.

If your school chooses to administer in-school, proctored digital exams in one or more subjects, you should indicate this in AP Registration and Ordering by November 15, 2023. If you've indicated digital exams by this date, you'll be included in readiness activities that begin in early 2024. You can switch students to paper exams after this date, if needed. See page **82** in this manual for ordering details.

The AP Program plans to work with schools in Alaska, Hawaii, and Puerto Rico, as well as schools outside the United States, to gauge interest in a potential pilot of 2024 digital AP Exams. Those schools will receive further information later this fall.

Exam Ordering Deadlines

The deadlines by which the AP coordinator needs to submit their school's 2024 AP Exam order are:

- **October 4, 2023:** Preferred ordering deadline.
- **November 15, 2023 (11:59 p.m. ET):** Final ordering deadline. This is the deadline for the AP coordinator to submit the exam order for all full-year and first-semester AP courses, and all exam only sections.
- **March 15, 2024 (11:59 p.m. ET):** Spring course orders and fall order changes deadline. This is the deadline for the AP coordinator to submit the exam order for all AP courses that begin after the November final ordering deadline, and to submit changes to fall orders.

Fees

The base exam fee is increasing by $1 for the 2024 AP Exams. The base exam fees are:

- **$98 per exam** at schools in the U.S., U.S. territories, Canada, and all DoDEA schools.
- **$128 per exam** at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDEA schools. (Fees may vary for exams at College Board–authorized test centers outside the U.S.)
- **$146 per exam** for AP Capstone™ (AP Seminar or AP Research).

The College Board fee reduction amount is increasing to **$36** per exam for eligible students.

The late-order and late-testing fees **aren't** changing. Those amounts remain $40 per exam (in addition to the base exam fee).

The unused/canceled exam fee remains $40 per exam.

For details about fees, see the **AP Exam Ordering Deadlines, Fees, and Policies** section of this manual.

Learning Opportunities and Resources for AP Coordinators

Learning opportunities are available throughout the year for AP coordinators. Check **collegeboard.org/apcoordinatorexperience** for information about the latest opportunities and resources.

- The **AP Coordinator: Back-to-School Workshop** begins in a whole group format, with a focus on updates for the 2023-24 school year, an overview of the AP Program, and a review of the role of the AP coordinator. Then, coordinators can choose the learning path that's right for them (new or experienced) for their extended breakout room. Go to **collegeboard.org/apcoordinatorexperience** for details.
- **"Coordinated"**—the podcast designed specifically for AP coordinators—supplements key AP Exam administration tasks and considerations with engaging conversations and timely support. The show also profiles AP coordinators sharing their valuable stories and best practices. Access the on-demand series for free from your favorite podcast streaming service: Apple Podcasts, Spotify, Google Podcasts, Amazon Music/Audible, or the **Coordinated** website.
- **"Chat with a Coordinator"** is a series of real-time Zoom video sessions with an experienced AP coordinator to collaborate with peers, share lessons learned, and review best practices. To register, visit **collegeboard.org/apcoordinatorexperience**.
- Participate in the **online AP Coordinator Community**. Post questions, get answers, download resources, network, and interact with thousands of other AP coordinators. To register, visit **collegeboard.org/ap-coordinator-community**.

Complete the AP Participation Survey

In September, AP coordinators will be emailed a personalized link to the Participation Survey, which they must complete on behalf of their school. The feedback provided from AP coordinators through the survey helps the AP Program make important program decisions, informs the development of new initiatives related to AP, and identifies important state and regional trends that affect our policies related to exam funding and professional development offerings.

Role of the AP Coordinator

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

The AP coordinator can be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The AP coordinator can also designate an additional authorized staff person who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as detailed in Part 1 and Part 2 of the *2023-24 AP Coordinator's Manual*.

If a new AP coordinator takes over during the academic year, promptly update the coordinator information in the School Information and Participation Contacts section in AP Registration and Ordering. (See page 53 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 must never discuss unreleased exam content with anyone.

Using the *AP Coordinator's Manual*

As AP coordinator, you'll ensure that you, AP teachers, and AP students follow all policies and procedures in the *AP Coordinator's Manual*. 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 15 final exam ordering deadline. Part 2, which will be sent to schools early in 2024, will cover topics you need to know after you submit your exam order, including all exam administration and post-administration tasks.

Part 1

Topics included in Part 1 are:

- Exam ordering deadlines and policies.
- Exam fees.
- Fee reductions.
- Ordering alternate exams for late testing.

- Ordering exam materials for students with testing accommodations.
- Ordering exams for homeschooled students, independent study students, students not from your school, or students taking courses through a virtual school.
- Ordering-related information for exams with portfolio components (AP Art and Design, AP Capstone, and AP Computer Science Principles).
- Indicating digital AP Exams for available subjects.
- 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.

> ★ This icon indicates additional instructions for using AP Registration and Ordering and other important reminders.
>
> AP This icon indicates there's additional information on AP Central about an exam administration task or topic for AP digital exams.
>
> ⬇ This icon indicates information you can download from AP Registration and Ordering or AP Central.

Part 2

Part 2 of the *AP Coordinator's Manual* will cover:

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

2023-24 AP Coordinator Planning Calendar

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

July 1, 2023	AP teachers can access AP Classroom for 2023-24
August 1, 2023	AP coordinators and principals receive an email with the 2023-24 AP Registration and Ordering access code
October 4, 2023	Preferred ordering deadline
November 15, 2023 (11:59 p.m. ET)	Final ordering deadline
January 18, 2024	AP accommodations request deadline
January 31, 2024	Deadline for teachers and AP Course Audit administrators to complete course audit process for 2023-24
March 1, 2024	AP Course Audit system opens for 2024-25 school year
March 15, 2024 (11:59 p.m. ET)	Spring course orders and fall order changes deadline. Deadline to switch from digital exams back to paper exams.
April 30, 2024 (11:59 p.m. ET)	Deadline to indicate students' fee reduction status in AP Registration and Ordering
April 30, 2024 (11:59 p.m. ET)	Deadline for AP Seminar, AP Research, and AP Computer Science Principles performance tasks to be submitted
May 6–10 and 13–17, 2024	Regularly scheduled AP Exam administration
May 10, 2024 (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 22–24, 2024	Late-testing AP Exam administration
June 1, 2024	Deadline for all exam materials to be received by AP Services
June 15, 2024	Postmark deadline for exam payment to the AP Program
June 15, 2024	Deadline to indicate intended use for large-volume rebate in AP Registration and Ordering
June 20, 2024	Deadline for students to indicate or change the recipient of their free score report through My AP

This detailed calendar includes deadlines, as well as recommendations for monthly tasks, to help you prepare for your school's 2024 AP Exam administrations. Critical dates are highlighted in bold.

July–September 2023-24 (the start of the school year)

☐ On July 1, AP teachers can begin using AP Classroom for 2023-24.

☐ **Aug. 1:** Principals and AP coordinators receive an email with the access code that the AP coordinator needs to use to confirm access to AP Registration and Ordering for 2023-24.

☐ Download and read **Part 1** of the *2023-24 AP Coordinator's Manual*.

☐ AP coordinators sign in to **AP Registration and Ordering** to: complete initial setup, complete the AP Participation Form, and create class sections. (See "Initial Access and Setup" and "Creating Class Sections" in the **Accessing and Using AP Registration and Ordering** section of this manual.)

☐ Ensure that new AP teachers (**1**) have added their course(s) in AP Course Audit; and (**2**) have completed the AP Course Audit form and had the form approved by their school's AP Course Audit administrator. New AP teachers need to complete these steps before class sections can be created for their courses and in order to access **AP Classroom**. (See page **61** for details.)

☐ By the second day of class, students join class sections using the join code provided by their AP teachers or the AP coordinator.

☐ Print or make copies of the 2024 AP Exam schedule and distribute to teachers and administrators. Confirm that the 2024 AP Exam administration dates are noted on the school calendar. (See the exam schedule at the end of this manual or online at **collegeboard.org/apexamdates**.)

☐ Visit **collegeboard.org/apcoordinatorexperience** to review and register for available learning opportunities.

☐ In September, you'll receive an email with your link to the **AP Participation Survey** to complete online for your school.

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

☐ **Review 2023-24 processes** with your principal, AP teachers, and AP students.

☐ Schedule an AP information session for students and parents. 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.

☐ If your school collects fees from students and families, determine how and when the fees will be collected this year. (The deadline for exam payments to College Board is June 15.)

☐ Determine when information will be available to identify students who are eligible for College Board fee reductions. In AP Registration and Ordering, you'll need to indicate students who are eligible for College Board fee reductions by April 30. (See pages **25–28** for details.)

☐ Confirm your school's policy around allowing homeschooled students or students from other schools that don't offer AP Exams to test at your school.

☐ Meet with the SSD coordinator to discuss the eligibility process and AP students with approved or expected accommodations. **For exam ordering, you'll need to know which students have approved or expected accommodations that require special exam formats**. (See pages **32–33** for details.)

☐ Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator. Connect with colleagues, share resources, and discover and exchange ideas. Visit **collegeboard.org/ap-coordinator-community**.

October 2023

☐ **Oct. 4: Preferred ordering deadline.** (Recommended) It's also recommended that student enrollments are completed by this date.

☐ AP Course Audit Deadlines: **Oct. 1** is the preferred AP Course Audit submission and renewal deadline for AP Computer Science Principles course materials to access the digital portfolio. **Oct. 15** is the preferred deadline for administrators to renew previously authorized courses for the 2023-24 school year. This ensures courses are included in the release of the AP Course Ledger on Nov. 1. (Administrators should also correct any inaccuracies or omissions before the release date.)

☐ Check the school schedule for possible conflicts (academic and/or athletic) with the AP Exam administration. Identify which students have known conflicts and may need alternate exams for late testing. You'll also be able to switch students with exam orders to late testing dates if needed after November 15.

☐ It's recommended that homeschooled students or students from schools that don't offer AP Exams 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 for the students. See "**Homeschooled and Independent Study Students, Virtual School Students, and Students from Other Schools**" in this manual for details.

November 2023

☐ **Nov. 15, 11:59 p.m. ET: Final ordering deadline. Submit exam orders for all full-year and first-semester AP courses and exam only sections. Exam orders submitted after this date will incur an additional $40 per exam late order fee; some exceptions apply**. (See pages **20–24**.)

☐ **Nov. 15, 11:59 p.m. ET:** Recommended deadline to indicate digital exam orders for available subjects in AP Registration and Ordering.

☐ AP Course Ledger of authorized 2023-24 AP courses is available online.

☐ 2023 AP Exam large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools if the AP coordinator indicated the intended use of the large-volume rebate through AP Registration and Ordering. (Designated authorized test centers outside the United States, as well as schools that don't administer their own exams or that didn't indicate the intended use of the rebate, won't receive this rebate.) The amount of the rebate varies proportionately:

- $250 for schools giving 150–499 exams
- $500 for schools giving 500–749 exams
- $1,000 for schools giving 750–999 exams
- $1,500 for schools giving 1,000–1,999 exams
- $3,000 for schools giving 2,000 or more exams

December 2023

☐ AP Potential™ is available for the latest PSAT/NMSQT® administration. Principals and AP coordinators receive their access codes, which are also available in the K–12 score reporting portal. Visit **appotential.collegeboard.org**.

☐ Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin securing off-site facilities.

☐ Check in with the SSD coordinator to review any accommodation approvals that have changed or still need to be submitted.

January 2024

☐ **Jan. 18:** Deadline for the SSD coordinator to submit accommodations requests and supporting documentation (if needed) through SSD Online. (See pages **32–33**.)

☐ **Jan. 31:** 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 2023-24 courses.

☐ Read **Part 2** of the *2023-24 AP Coordinator's Manual*.

☐ Reserve testing rooms with the best possible conditions for student performance and to ensure compliance with exam administration and security procedures. AP Program seating requirements are in **Part 2** of the *2023-24 AP Coordinator's Manual*.

☐ Schedule a proctor training session for April.

February 2024

☐ Organize any necessary changes to your exam order so you're prepared before the March 15 spring course orders and fall order changes deadline.

☐ Review and reserve the equipment required for exams that need special preparation and exams administered with accommodations.

☐ Check in with the SSD coordinator to review any accommodation requests that have changed or that haven't yet been approved. Update your exam order if there are any changes to students' accommodations that require special exam formats.

March 2024

☐ **March 15, 11:59 p.m. ET: spring course orders and fall order changes deadline.** Make any changes to existing exam orders or submit new exam orders by this deadline. If your school is planning to administer any digital AP Exams, ensure you've indicated digital in AP Registration and Ordering for the necessary exam subjects and students.

☐ Before March 15, review any students still listed as **No** or **Undecided** for their **Order Exam?** status, and check with the students to confirm their exam plans. (See "**Order Finalization**" in the Accessing and Using AP Registration and Ordering section of this manual for more details.)

☐ Use the Estimated Timing Table in **Part 2** of the *2023-24 AP Coordinator's Manual* to determine the total time needed for each exam administration.

☐ Order proctor supplies (e.g., pens with black or dark blue ink, No. 2 pencils, stapler, extra lined paper).

☐ Appoint the required number of proctors. There must be a proctor in the exam room at all times, including during the break. See **Part 2** of the *2023-24 AP Coordinator's Manual* for details about proctor selection.

☐ If you're utilizing off-site testing: Distribute permission slips for students traveling to off-site testing locations, and let students know when to return them.

☐ For AP Exams in French, German, Italian, and Spanish Language and Culture and the AP Music Theory Exam, make sure there will be a way to play CDs on exam day. Speak with your school's IT staff to review the use of the approved recording devices. Visit **collegeboard.org/ap-audio-record** for information about approved devices.

☐ AP Course Audit website begins accepting submissions for new courses offered in the 2024-25 school year.

April 2024

☐ **April 30, 11:59 p.m. ET, for AP CSP:** Deadline for the AP Computer Science Principles Create performance task to be submitted as final in the AP Digital Portfolio.

☐ **April 30, 11:59 p.m. ET, for AP Seminar and AP Research:** Deadline for (1) All AP Seminar and AP Research students to submit their performance tasks as final in the AP Digital Portfolio; and (2) All student presentation components of performance tasks to have been scored in the AP Digital Portfolio.

☐ **April 30, 11:59 p.m. ET:** Deadline to indicate students' **fee reduction status** in AP Registration and Ordering.

☐ **April 30, 11:59 p.m. ET:** Optional: Deadline for schools to order students' completed free-response booklets from the exam administration (to be sent by email in the fall) and/or score labels through AP Registration and Ordering for the 2024 AP Exam administration. (See **Part 2** of the *2023-24 AP Coordinator's Manual* for details.)

☐ Receive shipments of exam materials and AP ID label sheets. The AP ID label sheets are sent in a separate shipment from your exam materials. Check all shipments for accuracy.

☐ Hold a proctor training session.

☐ Send a strong message to students that cell phones and other prohibited electronic devices aren't allowed in the testing room. Students can review details at **apstudents.collegeboard.org/exam-policies-guidelines**.

☐ Remind AP Art and Design teachers to set their own earlier deadline for their students to submit their digital portfolios in advance of the May 10 AP Program deadline.

☐ If administering AP French, German, Italian, or Spanish Language and Culture Exams or the AP Music Theory Exam, make sure you have access to the DAS portal. (Create a new account if necessary.)

☐ Arrange for the setup of desks, tables, and chairs, if needed. Follow the seating policies in **Part 2** of the *2023-24 AP Coordinator's Manual*.

☐ Review the details of the exam schedule, proctors, rooms, and required equipment.

☐ Review the details of exams administered with accommodations with the SSD coordinator.

☐ Review all details before the exam administration begins.

☐ Remind students to review the AP Exam Terms and Conditions.

☐ Remind students that they'll need to indicate the recipient for their free score report through My AP by June 20.

May 2024

Regularly Scheduled Exam Dates: May 6–10, 13–17

Late-Testing Exam Dates: May 22–24 (See pages **29–30** for late-testing policies.)

☐ Make sure the testing sites and testing rooms are properly set up following AP Exam seating requirements and have the necessary desks, tables, chairs, and equipment on exam day.

☐ Administer the exams following all procedures in **Part 2** of the *2023-24 AP Coordinator's Manual* and the *2023-24 AP Exam Instructions* book.

☐ **May 10, 8 p.m. ET:** Deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.

☐ Remind students that they'll need to indicate the recipient for their free score report through My AP by June 20.

☐ Log in to the DAS portal, and upload and submit all student audio response files for each exam you administered in AP French, German, Italian, and Spanish Language and Culture and AP Music Theory. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of an AP Exam period (regular or late). Submitting files after this point could result in score delays.

☐ Schedule, order, and arrange for any last-minute alternate exams for late testing, if needed. (See pages **29–30**.)

☐ Prepare exam materials for return.

☐ Verify and print your packing list for inclusion in your return shipment of exams. See **Part 2** of the *2023-24 AP Coordinator's Manual* for details about preparing your return shipment.

☐ Complete and submit any necessary Incident Reports (IRs). See details in **Part 2** of the *2023-24 AP Coordinator's Manual.*

☐ Return exam materials. Follow the instructions in **Part 2** of the *2023-24 AP Coordinator's Manual.*

☐ Your invoice will be sent to you via email after the late-testing administration. At that point, you can also access and print your invoice through AP Registration and Ordering. (See **Part 2** of the *2023-24 AP Coordinator's Manual* for details.)

June 2024

☐ **June 1:** All exam materials must arrive at AP Services. Schools are billed twice the fee for each exam in shipments received after this date.

☐ **June 15:** Postmark deadline for exam payment to the AP Program. Late payments incur a $225 fee.

☐ **June 15:** Deadline to indicate in AP Registration and Ordering the intended use for the large-volume rebate if your school administered 150 or more exams this year.

☐ **June 20:** Deadline for students to indicate or change the recipient of their free score report through My AP. Note that students only indicate the recipient for their free score report through My AP; they don't indicate this information on their answer sheets. Remind students to provide this information through My AP by the deadline.

☐ Enter 2025 AP Exam dates on the 2024-25 school calendars.

July 2024

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

2023-24 SSD Coordinator Planning Calendar

☐ If your school will be administering digital AP Exams to students with accommodations, review details available at **cb.org/ap-2024-digital**.

☐ Train proctors how to administer exams for students requiring extended time, computers, large-print exams, etc. Review the extended time tables in **Part 2** of the *2023-24 AP Coordinator's Manual*. Visit **collegeboard.org/apssd** for additional information about testing students with approved accommodations.

☐ Arrange for students approved for a reader, writer, or sign language interpreter to speak with the assistant to discuss how best to work together during the exam administration.

☐ Instruct students to bring their copies of the Accommodations Letter to the testing room at the time of the exam administration.

☐ Encourage teachers to provide students with approved accommodations time to practice taking an exam with their accommodations before this year's exam administration. Teachers can use practice resources available in AP Classroom.

☐ Sign in to SSD Online, and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Have a copy of the NAR for each exam the student is taking. Before the exam administration, note the time approved for each exam section or part on all NARs. (See **Part 2** of the *2023-24 AP Coordinator's Manual* for details about NARs.)

Exam Day

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

The AP coordinator will:

☐ Arrange for all proctors of exams for students testing with accommodations to have access to you during the exams in the event of questions.

☐ Make sure all exams are administered on the appropriate days and as outlined in this manual, the *2023-24 AP Exam Instructions*, and the *2023-24 AP SSD Guidelines*.

☐ Ensure that proctors know how to complete the Nonstandard Administration Report for each exam taken with accommodations.

After the Exam Is Administered

The AP coordinator will:

☐ Ensure all materials associated with the exams are accounted for.

☐ Follow the return packing instructions in **Part 2** of the *2023-24 AP Coordinator's Manual*.

☐ Return all large-print exams and braille materials separately in the cartons in which they were shipped.

☐ Return all ATC-format exam materials separately in the envelope or cartons in which they were shipped.

☐ Indicate in AP Registration and Ordering any exams that were administered with accommodations.

☐ Retain completed NARs at the school for six months. NARs are **not** returned with exam materials.

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.

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 **Accessing and Using AP Registration and Ordering** section of this manual provides step-by-step instructions for organizing and submitting the exam order.

Fall 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.

2024 AP EXAM ORDERING DEADLINES

October 4, 2023 **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 15, 2023 (11:59 p.m. ET) **Final ordering deadline**	Final deadline to submit your exam order for all full-year and first-semester AP courses, and all exam only sections, without incurring additional fees. Exams can be ordered or canceled after this date, although a fee applies in some cases (see page **22**).
March 15, 2024 (11:59 p.m. ET) **Spring course orders and fall order changes deadline**	Deadline to order all exams for AP courses that begin after November 15 and to update fall orders (fees may apply for changes made to fall orders). Schools are encouraged to submit any known cancellations by this date to ensure timely processing and accuracy of your exam shipment.

* **NOTE:** If your school is using the **advanced option** for the student exam decision indicator setting (you're choosing to have students directly indicate their exam registration in My AP), review page **58** for important details about the student decision deadline in relation to the preferred ordering deadline.

Exam Fees

The cost per AP Exam is increasing by $1 in 2023-24. The amount of the College Board fee reduction is also increasing by $1. Schools still retain a $9 rebate per exam.

Exam fee for on-time exam orders (by November 15, 2023, for full-year and first-semester courses, and exam only sections; by March 15, 2024, for courses that start after November 15)	• **$98 per exam** at schools in the U.S., U.S. territories, Canada, and all DoDEA schools • **$128 per exam** at schools everywhere else (**Note:** Fees may vary for exams at College Board–authorized test centers outside the U.S.) • **$146 per exam** for AP Capstone Exams (AP Seminar or AP Research)
School rebate	**$9 per exam**
College Board fee reduction for eligible students	**$36 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 ($98, $128, $146), minus the school rebate ($9).

- **Regular exams:** $98 − $9 = **$89** *(amount due from the school to College Board per exam)*
- **International exams:** $128 − $9 = **$119** *(amount due from the school to College Board per exam)*
- **AP Capstone exams:** $146 − $9 = **$137** *(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 15 final ordering deadline.

2023-24 FEES

Late order fee **Additional fee applied to each exam ordered between November 16, 2023, and March 15, 2024, 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 15 exam ordering deadline—for example, second-semester or spring block courses—or to exams for students who transfer to your school.)
Unused/canceled exam fee	**$40 per exam** for: ▪ Exams canceled in AP Registration and Ordering after November 15 and by March 15 (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 alternate exams for late testing (**Note:** Most reasons for late testing don't incur an additional late-testing fee. See "**Alternate Exams for Late Testing**" 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 use federal and state 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 the **fee reduction policy** in this manual.)

▪ After a state finalizes its 2024 funding policy, the information will be posted on AP Central (**collegeboard.org/apexamfeeassistance**) and applicable state subsidies will be reflected in the cost shown in AP Registration and Ordering.

▪ AP Capstone (AP Seminar and AP Research) Exams have a higher base exam fee, but additional fees are applied in the same way and in the same amounts as they are for other AP Exams.

▪ 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 are not applied. (See the previous page for details about these fees.)

Fees Are Not Applied

School Schedule

Late order fee not applied: The course doesn't begin until after the November 15 final ordering deadline (e.g., second-semester, trimester, or spring block schedule course). Exams for these courses must be ordered by 11:59 p.m. ET on March 15, 2024.

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:** A student transfers out of your school and you indicate the student as **Transfer Out** 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 15, 2024, (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 15 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 15 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 15. Contacting AP Services is the only way to have the late order fee waived. See "**Homeschooled and Independent Study Students, Virtual School Students, and Students from Other Schools**" 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 alternate date for late testing 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 15 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 15 not to take the exam.
- There are conflicts with regularly scheduled exam administration dates, and student doesn't want to test on any other available scheduled testing dates.

Student Joins or Drops a Class After Nov. 15

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

School Issue

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

School Policy

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

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: ▪ By November 15, 2023 (11:59 p.m. ET), for all first-semester and full-year courses, and exam only sections ▪ By March 15, 2024 (11:59 p.m. ET), for all courses that begin after November 15	Base exam fee ($98, $128, $146), less any applicable fee reductions
Late Order: Student in a full-year course decides after the November 15 final ordering deadline to take an exam; exam is ordered after November 15. **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: ▪ Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: $98 + $40 *(late order fee)* = **$138** ▪ Schools outside the U.S., U.S. territories, and Canada, except DoDEA schools: $128 + $40 = **$168**. For students eligible for a College Board fee reduction: ▪ Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: $98 (base exam fee) − $36 (fee reduction) − $9 (school forgoes their rebate) + $40 (late order fee) = **$93** ▪ Schools outside the U.S., U.S. territories, and Canada, except DoDEA schools: $128 − $36 − $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 15; or student doesn't take an exam that was ordered for them, coordinator indicates the exam as unused in AP Registration and Ordering.	**$40** The base exam fee is removed from the invoice, only the $40 **unused/canceled** exam fee is owed. For example: ▪ $98 − $98 (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 15. Coordinator indicates the student as **transfer out.** (See page 34 for details.)	The exam fee for the student is removed from the school's invoice. No additional charge is applied. ▪ $98 − $98 = **$0**
Student Transfers To Your School: Student transfers to a school after November 15 exam order is submitted, enrolls using the **transfer code** for a class section or exam only section. (See page 34 for details.)	The student is charged the base exam fee; the late order fee **isn't** applied when they enroll using the transfer code. ▪ $98, $128, $146

Payment Collection and Deadline

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

If your school collects exam fees, consider doing the following:

- 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.
- Pay careful attention to the deadline to indicate students who are eligible for the College Board fee reduction: April 30 (see "**AP Fee Reduction Policy**" below).
- Reach 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 **collegeboard.org/ap-fee-collection** and go to the **AP Exam Fee Collection Providers Program** section.

AP Fee Reduction Policy

College Board provides a $36 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; for AP Seminar or AP Research Exams: $101).

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 first-semester course is submitted for a student after November 15, 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 Accessing and Using 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, 2024 (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 Community Eligibility

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 Community Eligibility

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

- Their family's 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 2023-24

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	$26,973	$33,689	$31,025
2	$36,482	$45,584	$41,958
3	$45,991	$57,480	$52,892
4	$55,500	$69,375	$63,825
5	$65,009	$81,271	$74,759
6	$74,518	$93,166	$85,692
7	$84,027	$105,062	$96,626
8	$93,536	$116,957	$107,559
For each additional family member, add:	$9,509	$11,896	$10,934

*The figures shown under annual family income represent amounts equal to 185% of the 2023 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. 88, No. 27, 2/9/23, pp. 8397–8400. These Income Eligibility Guidelines are effective from July 1, 2023 through June 30, 2024.

Schools Outside the U.S.

College Board will provide a fee reduction of $36 per AP Exam, including AP Seminar and AP Research Exams, for qualifying low-income students in schools outside the U.S. 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 2023-24 table (see the previous page), and convert American dollars into your country's currency.

State Subsidies

Many states use federal and state funding to further reduce the exam fee for students. Updates about state fee assistance for 2024 will be posted on **collegeboard.org/apexamfeeassistance** as soon as each state's funding plan is finalized.

College Board and states are working together to provide information about 2024 subsidies in advance of the November 15 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 2023, 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.

Alternate Exams for Late Testing

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.**

NOTE: All late-testing AP Exams are paper, including subjects with a digital option, with the exception of AP African American Studies.

If a school administers late-testing exams, students must test on the **scheduled late-testing dates (May 22–24, 2024)** 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 alternate exams on the specified dates at the specified times, scores for those exams will be canceled.

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

Ordering Alternate Exams

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

If you know in advance that a student will need to take an alternate exam on the late-testing date, account for this in the order you submit by November 15, 2023 (or by March 15, 2024, for courses that start after the November ordering deadline).

New exam orders for full-year courses submitted after November 15, 2023, will incur a $40 per exam late order fee (except in the situations listed on page **23**.) 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.)

Deadline to Order Alternate Exams for Late Testing

As part of your exam order management, switch exam orders from regular to late testing by the March 15 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 15, you can still switch existing exam orders for students from regular to late testing if needed.

The final deadlines to switch existing exam orders in AP Registration and Ordering from regular to late testing are:

- **Tuesday, May 7, 2024** for exams outside the United States, **including** in U.S. territories and Canada
- **Friday, May 17, 2024** for exams in the United States

If you need to switch an existing exam order from regular to late testing **after** the above dates because of an unanticipated event for a student who was already included in your exam order (e.g., for a student who became sick on a regularly scheduled exam day), contact AP Services for Educators as soon as possible. The late order fee won't be incurred in this situation as long as the last minute late-testing order you're requesting is for a student who has an existing exam order.

Late-Testing and Special Format Exams

If you know before the ordering deadlines that a student with accommodations will need an alternate braille, assistive technology–compatible (ATC) format exam, 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 an alternate braille, ATC, or large-print format exam, call the College Board SSD office immediately.

Who Is Eligible

When the cause of late testing is beyond the control of the school and the student, there's no additional fee. See the list 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: 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 15, 2024, for information about later testing options.

Late-Testing Circumstances

Below are circumstances when late testing is allowed without incurring an additional fee.

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
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 **Accessing and Using AP Registration and Ordering** section of this manual.

Exams Are Ordered per Student

When you submit your exam order, you'll be ordering the necessary exam(s) for each student included in your roster in AP Registration and Ordering, rather than a bulk number of exams per subject. This means that schools can't order extra exams. Additionally, schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

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 1 be withheld or canceled.
- For AP Calculus: Students **may not** take both AP Calculus AB and AP Calculus BC within the same year.
- For 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.
- For AP Capstone: AP Research doesn't have an end-of-course exam, but an exam must be ordered for each student enrolled in the course for their performance task to be scored by College Board. In order to take the AP Seminar end-of-course exam and/or submit AP Seminar or AP Research performance tasks, a student must be enrolled in the AP Seminar or AP Research course at a school participating in the AP Capstone Diploma™ program. A school can only order an AP Seminar or AP Research Exam for a student who meets this requirement.

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.

Courses That Begin After November 15

Exam orders for courses that start after the November 15 final ordering deadline—i.e., second-semester, trimester, or some block schedule courses—**don't** incur the late order fee. For courses that start after November 15, you'll create "second semester" class sections in AP Registration and Ordering. The exam orders for courses that start after the final ordering deadline must be submitted by **March 15, 2024 (11:59 p.m. ET)**.

There's not an option in AP Registration and Ordering to create a second-semester exam only section. However, you can order exams for students who may be taking a second-semester course at another school and taking the exam at your school without incurring a late order fee. (See page **64** for details.)

See pages **62–64** for instructions about creating class sections for courses that begin after November 15.

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See pages **90–91** for instructions on indicating special exam formats or materials.

There are some differences in the way testing accommodations work for digital AP Exams. See **cb.org/ap-2024-digital** for details.

Exams for Students with Accommodations

Students with documented disabilities and College Board–approved accommodations may require special exam formats or materials, such as braille, assistive technology–compatible (ATC), 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. For exam ordering, you'll need to identify which students may require special AP Exam formats or materials.

In AP Registration and Ordering, you'll be able to indicate 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.

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.**

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

Once approved for accommodations, with some exceptions, a student remains approved across all College Board programs (AP, PSAT™ 10, PSAT/NMSQT, and SAT) and doesn't need to submit another accommodations request. However, it'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 18, 2024** 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.

If a student needs to submit the request on their own—for instance, a homeschooled student—the student or their family can go to **accommodations.collegeboard.org**, select "how to fill out the student eligibility form," and follow the instructions.

There's a separate request process for a student who needs **temporary assistance** to complete an exam due to a temporary medical or physical condition (e.g., a broken hand). **Part 2** of the *2023-24 AP Coordinator's Manual* will have further details about requesting temporary assistance.

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

When to Order Special Exam Formats or Materials

Some students may not have received approval from the College Board SSD office for testing accommodations by the November 15 final ordering deadline. However, **you should include these students in your exam order and indicate all approved or expected special exam formats or materials when submitting your exam order.**

You'll be able to update an existing exam order for any students who receive accommodations approval after November 15 without incurring an additional fee. Order updates must be made as soon as possible after the accommodations approval. However, if you add a **new** exam order for a student after the November 15 final ordering deadline, an additional $40 per exam late order fee will be incurred.

After March 15, you'll be able to make a change in AP Registration and Ordering to a student's exam materials only if necessitated by a change in a student's accommodations approval that's received after March 15.

> **Important:**
>
> Although you can indicate special materials for students with expected but not yet approved accommodations, a student must be approved for accommodations by the College Board SSD office in order to take an AP Exam with accommodations.

Indicating Special Materials or Formats in AP Registration and Ordering

Indicate special exam materials or formats for a student in AP Registration and Ordering only if their approved or expected accommodations require them. You won't indicate accommodations in AP Registration and Ordering that don't require special materials or formats. For instance, don't indicate accommodations such as extended time, rest breaks, or medication because these accommodations don't require special materials or formats.

If you're not sure whether a student's accommodation requires special materials or formats, talk to your school's SSD coordinator.

> See page **91** for a list of which types of special exam formats and materials can be ordered.

> **Important:**
>
> To be able to test using a special format exam material, students must be approved for the appropriate accommodation by College Board SSD **AND** the AP coordinator needs to order the special exam format. 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.

See pages **76–78** 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 15 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.

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

Parents and students can't order AP Exams directly. 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 (**collegeboard.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).

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

☐ 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.*

Exam Ordering Deadline

Include homeschooled students, independent study students, or students from other schools in your order by **November 15**.

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 15 is because they couldn't find a school before the fall ordering deadline to order and administer their 2024 AP Exam(s), you can contact AP Services for Educators no later than March 15 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 15.

AP Classroom Access

All students—including those enrolled in exam only sections—will have access to AP Daily videos and some additional course resources in AP Classroom. Students enrolled in exam only sections **won't** have access to other AP Classroom resources that can only be assigned by teachers because assignments go only to the students in a teacher's specific class sections. However, if a student is enrolled in both an exam only section and a teacher-led class section, the student will have access to assignments from the teacher for the 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.

- **Second-Semester Courses:** If a student is taking a second-semester course through their virtual school, you may need to submit their exam order after November 15. In this case, the student needs to be enrolled in **both** an exam only section at your school and a second-semester class section through their provider so that the late order fee won't be applied. You'll need to submit the exam order by March 15.

See "**AP Fee Reduction Policy**" in this manual for state subsidy details.

See "**Creating Class Sections**" for details.

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Homeschool, Self-Study, and Online Provider Codes

Students don't enter homeschool, self-study, or online provider codes on their answer sheets on exam day. 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.

Part 2 of the *2023-24 AP Coordinator's Manual* will have details about administering exams to homeschooled students and students from other schools.

Multischool Exam Centers

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

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

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

☐ Make sure you're indicated as the AP coordinator on the AP Participation Form for each school you represent.

☐ Organize the exam order for each school you represent.

☐ For each school, create an exam only section for each course for which students will be testing. (See pages 63–64 for details about creating exam only sections.)

☐ Share the join code for each exam only section with the appropriate students.

☐ Submit the exam order for each school you represent by the November 15 final ordering deadline (or by March 15, 11:59 p.m. ET for courses that begin after November 15).

Part 2 of the *2023-24 AP Coordinator's Manual* will have details about how multischool exam centers administer exams.

Subject-Specific Information

AP Art and Design

AP Art and Design Exam Orders

You'll order AP Art and Design Exams along with all other AP Exams in AP Registration and Ordering.

Students enroll in an AP Art and Design class section in My AP. 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."

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.

Switching an AP Art and Design Exam for a Student

If you order an AP Art and Design Exam for a student, and they indicate after the November 15 ordering deadline that they 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 15, 2024 (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 portfolio exam for a 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 Art and Design Submission

Students submit their work directly to the AP Program through the AP Digital Portfolio. Teachers and AP coordinators do not submit anything for their students. Students do not mail their physical work to the AP Program. More information will also be in **Part 2** of the *2023-24 AP Coordinator's Manual* and at **collegeboard.org/apartanddesign**.

If you're ordering exams for students who are taking an AP Art and Design 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.

Order AP Art and Design Exams along with all other AP Exams in AP Registration and Ordering.

Part 2 of the *2023-24 AP Coordinator's Manual* will contain more information about AP Art and Design, including details about the AP Digital Portfolio.

REMINDER: 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.

AP Chinese and AP Japanese

AP Chinese Language and Culture and AP Japanese Language and Culture Exams are administered through an online exam application, which can be run on Chromebook, Mac, and Windows. You'll order these exams the same way you order all other exams through AP Registration and Ordering. More information about these exams is available on **collegeboard.org/apcj-examadmin**.

AP Computer Science Principles

The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Computer Science Principles class section in My AP. Their enrollment then carries over to the AP Digital Portfolio, which students use to submit their Create performance task.

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

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.

Order AP Computer Science Principles Exams along with all other AP Exams in AP Registration and Ordering.

Coordinators log in to the digital portfolio to check the final submission status of students' Create performance task. **Part 2** of the *2023-24 AP Coordinator's Manual* will contain more information about AP Computer Science Principles, including details about the AP Digital Portfolio.

AP Capstone

All AP Seminar and Research teachers must attend the one-time, required summer professional learning in order to access the AP Digital Portfolio. The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Seminar or AP Research class section in My AP. Their enrollment then carries over to the AP Digital Portfolio, which students use to submit their performance tasks and to access EBSCO and Turnitin.

AP Seminar and AP Research teachers use the AP Digital Portfolio to enter student presentation scores. In addition, AP Seminar teachers publish stimulus materials to students and create student teams. AP coordinators log in to the digital portfolio to check the final submission status of students' performance tasks and the status of teacher score entries.

Order AP Seminar and AP Research Exams along with all other 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.

NOTE: Seminar and 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.
- The teacher can submit these students' presentation scores in the digital portfolio.

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.

Part 2 of the *2023-24 AP Coordinator's Manual* will contain more information about AP Capstone, including details about the AP Digital Portfolio.

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 **72**.

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 each student included in your school's AP Exam order. A student places AP ID labels on their exam materials, including on their answer sheet, 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 **Part 2** of the *2023-24 AP Coordinator's Manual*.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 15, 2024. If any student taking an exam at your school doesn't have a label sheet, you'll be able to look up the student's AP ID in your student roster in AP Registration and Ordering (see "Viewing Student Enrollment" in the **Accessing and Using AP Registration and Ordering** section of this manual).

You can choose how you'd like the AP ID label sheets to be sorted when they're sent to you. See page **94**.

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 (the AP ID is also printed below each barcode label)
- **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

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

Accessing and Using AP Registration and Ordering

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

1. Initial access and setup
2. Creating class sections
3. Student enrollment
4. Order finalization

1. Initial Access and Setup

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, 2023**, AP coordinators and principals receive an email with their school's unique AP Registration and Ordering access code for the 2023-24 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.
- The access code is specific to the 2023-24 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 2023-24 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 and 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 **54**).

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 professional username and password. (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 **54**). 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).
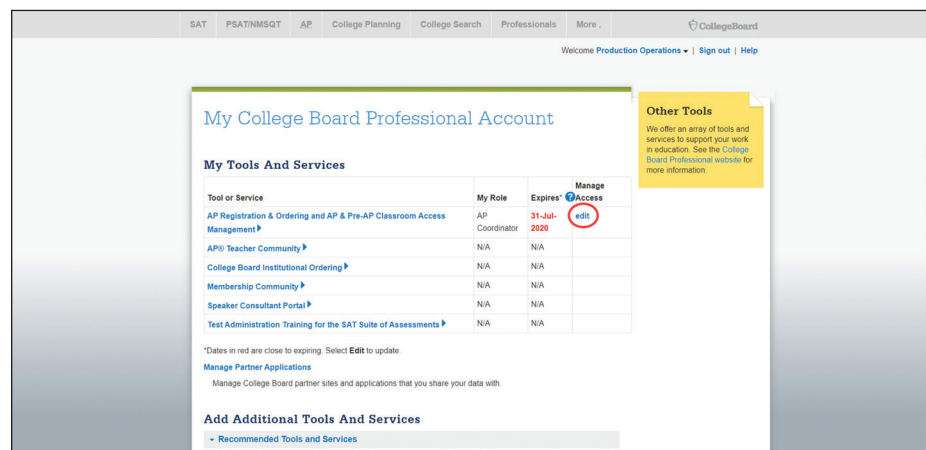
Schools That Only Administer AP Exams and Don't Offer AP Courses

If you're the AP coordinator for a school 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 **45–49**.)

- Complete the **AP Participation Form**. (See pages **50–53**.)

- Create an **exam only** section for each subject for which you'll be administering exams. (See pages **63–64**.)

- Provide students with the appropriate **join code** for each exam only section. (See pages **65–67**.)

- Be sure that students enroll in the exam only section for each AP Exam they'll be taking at your school. (See page **68**.)

- Organize your exam roster, ensuring that exams for every student who plans to test this year are included in your exam order. Submit your exam order by **November 15 (11:59 p.m. ET)**. (See pages **79–97**.)

- Submit any changes to your initial exam order and exam orders for courses that started after the November ordering deadline by **March 15 (11:59 p.m. ET)**. (See page **98**.)

Schools That Do Not Administer AP Exams

If you're the AP coordinator for a school that offers AP courses but doesn't administer AP Exams (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 **45–49**.)

- Complete the **AP Participation Form**. (See pages **50–53**.)

- 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 **59–63**.)

- 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. Make sure the **Order Exam?** status is **No** for the students in these class sections. (See page **82**.)

        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 **35**.)

    - For exam only sections: The AP coordinator for the school where students will be taking AP Exams needs to provide the join code for each exam only section.

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

Initial Setup

After you sign in to AP Registration and Ordering using your 2023-24 access code, if you haven't already completed setup for 2023-24, you'll be brought to the Setup section. You need to complete the information in the **School Information** 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. 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 lab/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. If your school decides to administer digital AP Exams in one or more of the available subjects in 2024, the AP Program will send technology details to the technology coordinator.

Provide **school population data** if your district wants or requires Equity and Excellence Reports. If you need to provide school population data at a later point, you may skip it now and come back to it later by going to **Settings**. Just be sure to complete all other fields.

REMINDER: You need to indicate that your school 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

School Information — Exam Administration — Exam Decision Indicator — Roster Management — Participation 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 2024. 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 2024.

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

See "**Student Exam Decision Indicator Setting**" for details about the student exam decision indicator setting and how to change it.

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.

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

School Information ✓ — Exam Administration ✓ — Exam Decision Indicator ✓ — ⦿ Roster Management — ◯ Participation Form

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 2024, 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 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.
- The principal's signature isn't required.
- Schools don't get a paper copy in the mail. 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 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. You can't submit exam orders if the form hasn't been submitted.

Complete and submit the AP Participation Form well before the November 15 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.*

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.

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

NEW To be considered for the 2024 AP School Honor Roll, AP coordinators should ensure their school's 2023-24 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.

Schools on the AP School Honor Roll may also earn the AP Access Award. To be considered for this additional award, AP coordinators should ensure their school's 2022-23 percentage of free and reduced-price lunch (FRPL) student population data is correctly entered under the "FRPL Students" field. If a school doesn't wish to be considered for the AP Access Award, the AP coordinator should leave the percent of qualifying FRPL students field blank. Schools may still be considered for the AP School Honor Roll even if they don't wish to be considered for the AP Access Award.

To learn more about these distinctions, go to **cb.org/APSchoolHonorRoll**.

Updating AP Coordinator Information

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

The principal should give the new AP coordinator the 2023-24 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.

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 2023-24 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 **60–61** 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 2023-24 AP Participation Survey, which must be completed for your school. You'll complete this brief survey online only.

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.

A new AP coordinator must meet all AP coordinator eligibility requirements. See page **10**.

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 remove them 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.

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

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 use of AP Classroom. 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	-	-

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 15 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 15 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 first-semester courses after the November 15 final ordering deadline.

With the default setting, if a student enrolls in a full-year class section or second-semester class section *after* November 15, 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.

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** and 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 15 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 <u>not</u> 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 <u>before</u> 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, 2023, 11:59 PM EDT

Final Ordering Deadline
November 15th, 2023, 11:59 PM EST

For courses that begin <u>after</u> the Final Ordering Deadline:
Spring Course Orders and Fall Order Changes Deadline
March 15th, 2024, 11:59 PM EDT

[Save]

Roster Management   +

Access Management   +

Top ^

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 15 final ordering deadline (for full-year or first-semester courses) and one week before the March 15 spring course orders and fall order changes deadline (for courses that start after November 15). 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 4) if you've set your student decision deadline to a date after October 4.**

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

Teacher Confirmation (optional)

- If you'd prefer teachers only be able to view their students' exam registrations but not edit the information, leave the teacher confirmation disabled. (This is the default setting.)
- If you enable teacher confirmation, AP teachers will be able to review and edit their students' exam registrations.

Remember: Even when teacher confirmations are enabled, you can still make final changes to students' exam registrations.

2023-24 AP Coordinator's Manual, Part 1

2. Creating Class 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 **65** for details about editing sections.

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, even if there's only one section for a course at your school.

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.

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

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, 2024**, for teachers to maintain AP Classroom access for the 2023-24 school year, to have access to online score reporting for the 2024 AP Exam administration, and to access AP Classroom in 2024-25.

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 **collegeboard.org/apdownloads**.

- **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, 2024.

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/apeducatorinquiry**. 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 Section** next to the course. Enter the information in the next screen.

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators because they'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 **or** is held only during the first semester.
  - **Second Semester:** Use this option if the section begins after the November 15 final ordering deadline **or** is held only during the second semester.
  - **Exam Only:** Use this option to create sections for students taking an exam at your school without taking a corresponding course 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 drop-down 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.

After you create class sections, second-semester 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	⌄

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 31 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 a teacher's particular class section. Note: Students will be able to access AP Classroom resources that don't need to be assigned, such as AP Daily 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 28 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.

For details about which students are considered high-school affiliated, see page 31.

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.

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

For Students Taking Courses That Begin After November 15

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

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

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

  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 second-semester class section for the subject, the late order fee isn't applied if you submit the exam order for this student after November 15.

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

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

Editing and Deleting Sections

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

- **Edit Section:** Change the section name, update the maximum number of students, update the course schedule, add a co-teacher, or change the teacher. If teachers have created their own class sections, you may need to edit the section name if they haven't 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.

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.

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 **collegeboard.org/ apdownloads**.

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 15 final ordering deadline will need a **transfer code** instead of a join code—see pages **76–77**.

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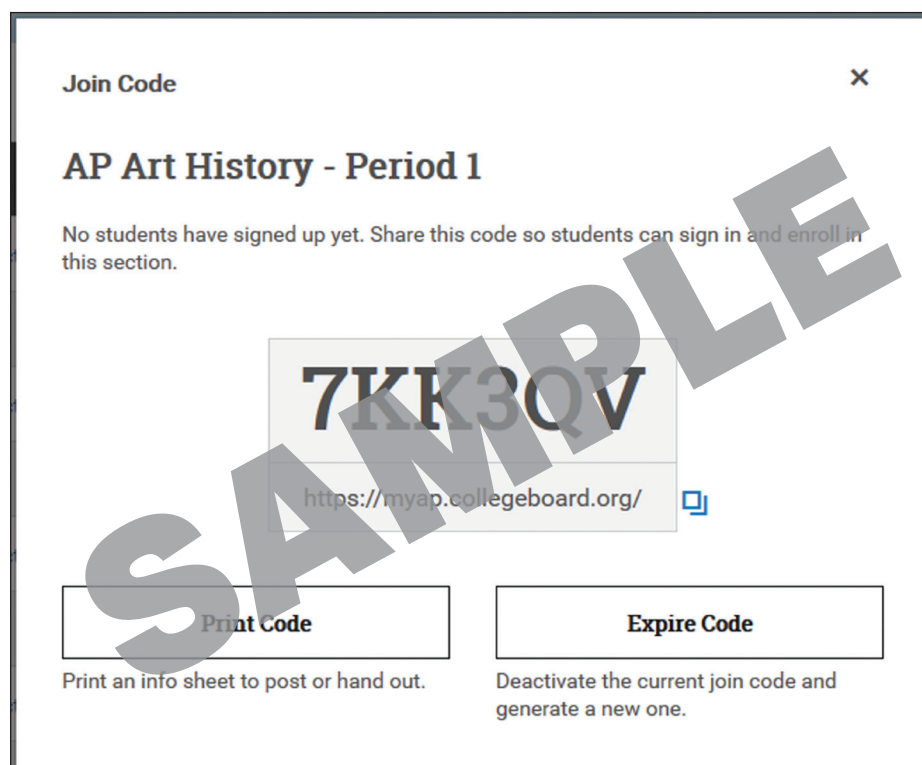
NOTE: The join code shown in this image is just an example. Use only the join code generated for each class section in AP Registration and Ordering.

- **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.)

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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.

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 73–75 for details on dropping students from class sections.)

3. Student Enrollment

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.

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

For Exam Only Sections

If you have 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 **31**.

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.

Students can review **instructions about signing in**.

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

See pages **55–58** for details about the student exam decision indicator setting.

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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 will also need to sign into their College Board account to make the same updates. The updated information in their AP Profile will not 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 search by zip code (see page 111). 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**.

Students' registration information is used to produce a unique AP ID label sheet for each student in your exam order. Students use their AP ID labels on their exam materials. (See the **AP ID Label Sheets** section of this manual.)

Indicating Recipient of Free Score Report

Students will indicate the college, university, or scholarship program they'd like to receive their free score report **only** through My AP; students don't list this information on their answer sheets. Make sure students understand that if they would like a college or university to receive their free score report, they need to indicate this through My AP. This is particularly important for seniors.

The deadline for students to indicate or change the recipient for their free score report is **June 20, 2024**.

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 withold 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.

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.

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.

See page 112 for details about how students indicate their free score report recipient in My AP.

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 73–75 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 75–76 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 76–77 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 77–78 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.

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.

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

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.

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.

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

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

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

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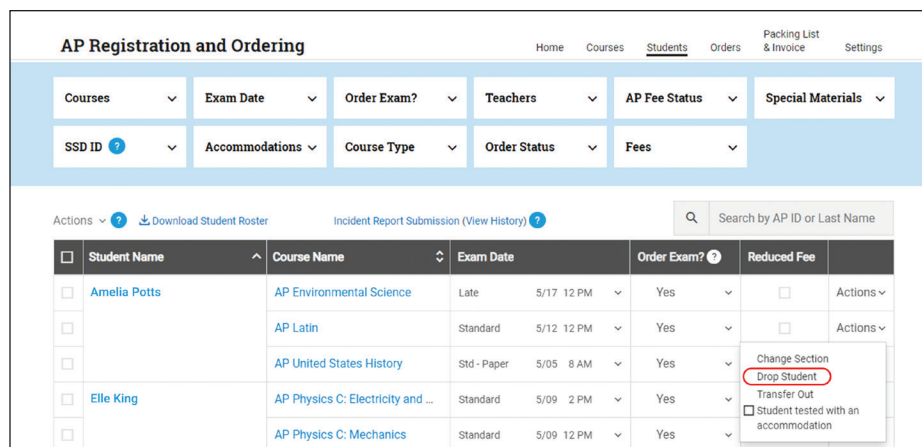
If a student is dropping a course and the student's **Order Exam?** status is **Yes**, verify if the student still plans to take the AP Exam for the course.

- **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 **75–76**).

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 15 **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, in case a student who already paid drops an exam before the November 15 ordering deadline.

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

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NOTE: AP teachers can also drop students from their class sections if you've left that functionality enabled (see page 49). 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 "Order Finalization" 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.

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 ∧ + Add Section		0/41		
	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").

NOTE: 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 **49**.) 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.

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 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 15 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 15, 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 ⌃
					Edit Section
					Delete Section
AP 3-D Art and Design	+ Add Section		0/0	0/0	See Join Code
AP Art History	2 Sections ⌃		0/80	0/0	See Transfer Code
	+ 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 for that student.
- Share the transfer code for a class section with the student who is transferring in. If additional students transfer to your school, you need to provide the transfer code for each necessary class section to each student on a one-by-one basis.
- The transfer code can't be used when a student needs to switch class sections within your school. In this case, you need to move the student from one class section to another (see "**Move a Student (Change Section)**" for details).
- The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 15.

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.

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 **98**.)

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.

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.

2023-24 AP Coordinator's Manual, Part 1

4. Order Finalization

Learn How to:

- Organize the exam roster for order submission.
- Indicate digital exam orders.
- Indicate alternate exams for late testing.
- 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 master CDs.
- 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 4, 2023:** Preferred ordering deadline
- **November 15, 2023, 11:59 p.m. ET:** Final ordering deadline
- **March 15, 2024, 11:59 p.m. ET:** Spring course orders and fall order changes deadline

Exam Roster Management

Once students have enrolled, manage changes to your exam roster in preparation for the final ordering deadline of November 15. Any changes can be made until the November 15 deadline without any additional fees.

After November 15, continue to manage necessary changes leading up to the March 15 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 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 **98** for details.

The following table outlines which tasks need to be completed by the November 15 ordering deadline and which tasks can be completed after November 15.

By the Nov. 15 Ordering Deadline	Can Be Completed After Nov. 15
Complete initial setup in AP Registration and Ordering.	Ensure class sections are created and students enrolled for courses that begin after Nov. 15.
	Submit exam orders for courses that begin after November 15 and any fall order changes by March 15, 11:59 p.m. ET.
	If your school is planning to administer digital exams, ensure this is indicated in AP Registration and Ordering; or switch from digital exams back to paper exams by March 15, 11:59 p.m. ET.
Create class sections for all full-year and first-semester AP courses and exam only sections.	If necessary, add homeschooled students or students whose schools don't offer their AP Exam(s) to your exam order by **March 15** *(see pages 34–35 for details).*
Submit the AP Participation Form online.	Collect exam fees *(schools determine when to collect exam fees from their AP students).*
Students need to enroll in full-year and first-semester class sections.	Indicate or update fee reduction status *(complete by April 30).*
Submit exam orders—including digital exams, if applicable—for all full-year and first-semester courses, and exam only sections.	Switch exam orders to late testing exams if necessary.
	Indicate preferred AP ID label sort value *(complete by March 15).*
	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 "Student Enrollment" 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 adjustment in AP Registration and Ordering based on the student's scenario to avoid unintended fees.

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 **98** 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**.

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

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	Standard	5/16	0	0	0	3
AP Calculus AB	Standard	5/13	0	0	1	0
AP Calculus BC	Late	5/24	0	0	0	1
AP Computer Science Principles	Std - Paper	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 - Paper	5/10	0	0	0	1

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 **85–86**.)

☐ **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, 2024 (11:59 p.m. ET)**. (See page **93**.)

☐ **SSD Materials:** Account for special exam materials for students with approved or expected accommodations. (See pages **88–93**.)

> **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.

Indicating In-School Digital Exams

If your school plans to administer in-school digital AP Exams for one or more available subjects in 2024, indicate this in AP Registration and Ordering by November 15.

- Beginning in mid-August, go to the **Students** page.
- In the **Exam Date** column, select **Std-Digital** per student per exam. This option will be available only for the subjects that offer paper or digital exams. (The multi-select feature in AP Registration and Ordering can be used to change the exam type for all students in a course at once. See page 87 for details about how to use this feature.)

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.

NOTE: 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.

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

Search for *No* or *Undecided* Exam Registrations

To view a list of all students whose exam registration is **No** or **Undecided**:

- Go to the **Students** page.
- From the **Order Exam?** filter, select **No** and **Undecided**.

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

Exam Orders and Cancellations Are per Student

Because exam orders are used to create personalized AP ID labels for each student, exams are ordered and canceled per student.

If 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 15, 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 15, the unused/canceled exam fee of $40 will be charged for Student A, and the late order fee of $40 in addition to the base exam fee applies for Student B.

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.

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 15 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 15 (11:59 p.m. ET) without any fee.

There's a specific process that must be followed when switching an exam for these subjects.

For 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:** When the student has enrolled in the second class section, you'll change the student's **Order Exam?** status for the first class section from **Yes** to **No**.

  - ◆ For example: For the student who wants to switch from AP Drawing to instead submit a portfolio for 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.
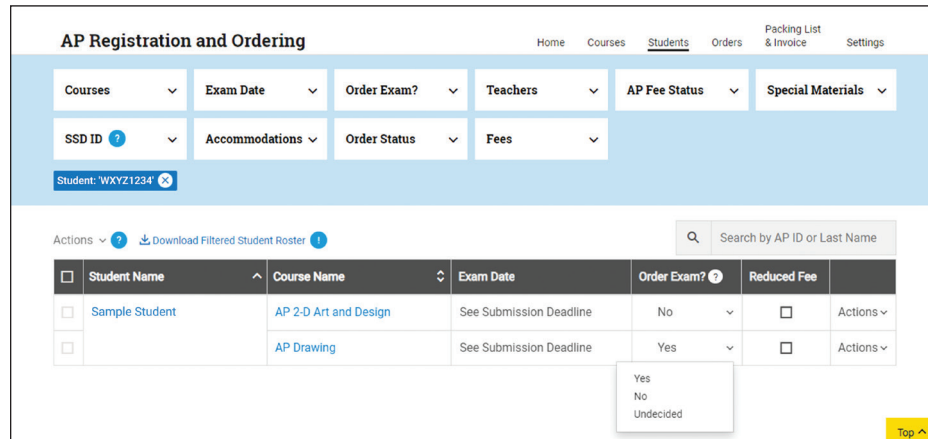
- **Step 3:** When you cancel the student's exam for the first class section (AP Drawing), you'll be prompted to confirm if you'd like to order a portfolio exam for AP 2-D Art and Design instead. You'd indicate **Yes**.
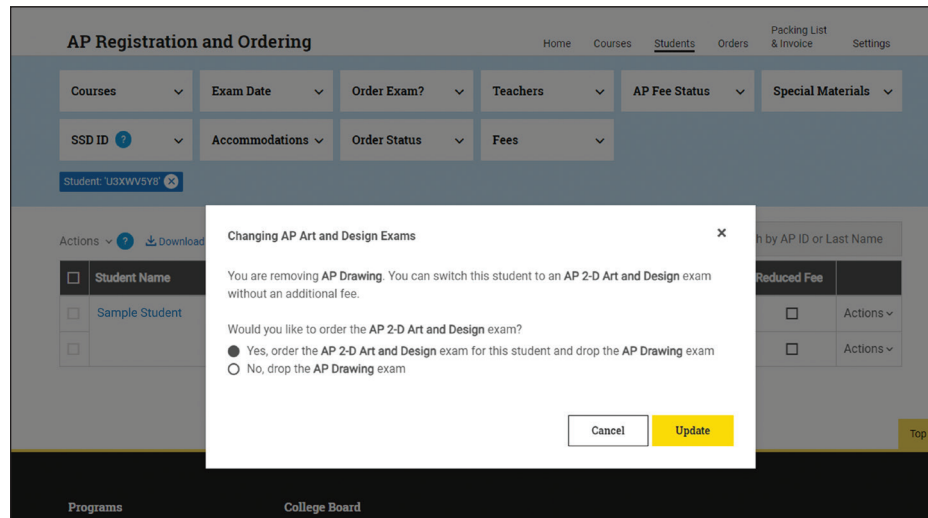
For AP Calculus:

- **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.

- 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.

Student Name		Course Name	Exam Date	Order Exam?	Reduced Fee	
☐	David McGee	AP United States History	Std - Paper 5/10 8 AM ⌄	Yes ⌄	☐	Actions ⌄
☐	Sara Cooper	AP Art History	🔔 Standard 5/06 12 PM ⌄	Yes ⌄	☐	Actions ⌄
☐		AP Chemistry	🔔 Standard 5/06 12 PM ⌄	Yes ⌄	☐	Actions ⌄
☐	Adrian Stone	AP Biology	Standard 5/16 12 PM ⌄	Yes ⌄	☐	Actions ⌄
☐		AP Calculus AB	Standard 5/13 8 AM ⌄	No ❓	☐	Actions ⌄
☐		AP Calculus BC	Standard 5/13 8 AM ⌄	Yes ⌄	☐	Actions ⌄
☐		AP Seminar	Std - Paper 5/07 12 PM ⌄	Yes ⌄	☐	Actions ⌄
☐	Shey Berry	AP 2-D Art and Design	See Submission Deadline	Yes ⌄	☐	Actions ⌄
☐		AP Biology	Standard 5/16 12 PM ⌄	Yes ⌄	☐	Actions ⌄
☐		AP Computer Science Principles	Std - Paper 5/15 12 PM ⌄	Yes ⌄	☐	Actions ⌄

Indicating Alternate Exams for Late Testing

As you organize your exam order in AP Registration and Ordering, indicate any students who will require late testing for 2024 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.

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	
Apple, Test	AP Comparative Government and…	Standard 5/22 12 PM ⌄	Yes ⌄	☑	Actions ⌄
	AP Computer Science A	Standard 5/15 4 PM ⌄	Yes ⌄	☑	Actions ⌄
Austin, Bethany	AP Chemistry	Standard 5/14 2 PM ⌄	Yes ⌄	☐	Actions ⌄
	AP Italian Language and Culture	🔔 Standard 5/19 4 PM ⌄	Yes ⌄	☐	Actions ⌄
	AP Japanese Language and Cult…	🔔 Standard 5/19 4 PM ⌄	Yes ⌄	☐	Actions ⌄
	AP Spanish Literature and Culture	Standard 5/14 12 PM ⌄	Yes ⌄	☐	Actions ⌄
King, Elle	AP Biology	Standard 5/18 2 PM ⌄	Yes ⌄	☐	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.

There's 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 the to **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.** Depending on the reason for late testing, there may be an additional late-testing fee of $40 per exam charged to partially defray costs.

See "**Alternate Exams for Late Testing**" 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
Colby Jones	AP Art History	Late 5/24	$89	$0	$89

Cancel   Update

NOTE: The screen shown on this page is a sample. You'll see the current year's exam dates and fees.

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.

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

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

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.

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Ordering Exam Materials for Students with Accommodations

Work with your school's SSD coordinator to identify all students who will require accommodations for 2024 AP Exams. Assemble a list of these students to refer to when organizing your order in AP Registration and Ordering.

REMINDER: 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. If a student is planning to take an AP Exam, include them in your order by November 15 even if they haven't received accommodations approval yet. You'll be able to update an existing exam order for a student whose accommodations approval status changes after the November 15 ordering deadline without an additional fee. Order updates must be made as soon as possible after the accommodations approval. However, if you **add a new exam order** for a student after the November 15 ordering deadline, the late order fee would apply.

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:

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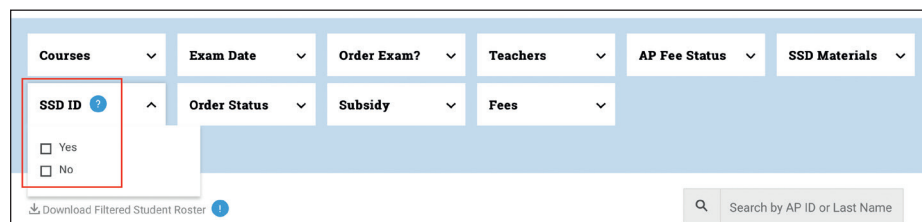
To view a list of the accommodations on record for each student:

- 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.

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. This filter has been available in AP Registration and Ordering as of April 2023.

NOTE: The screen shown on this page is a sample and does not reflect this year's exam dates.

Different steps need to be taken to confirm or edit accommodations needed for students taking digital AP Exams. Details will be available at **cb.org/ap-2024-digital**.

Indicating Special Exam Materials

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.

Complete the information on the next screen.

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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:

Indicate in AP Registration and Ordering*	Do Not Indicate in AP Registration and Ordering**
Assistive technology–compatible (ATC)	Extended time
Multiple-day testing (some students with limited-time testing might need multiple-day testing; see the next page)	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 master audio parts of AP Exams in French, German, Italian, Spanish Language and Culture, and Spanish Literature and Culture	Colored overlay
	Ruler/straightedge

This is the list of special formats and materials that can be indicated in 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 over multiple days, due to either approval of limited-time testing or the amount of approved extended time, you'll indicate "multiple-day testing" for the student in 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 over multiple days under either of the following conditions:

  - The student's amount of total testing time, excluding breaks, exceeds 6 hours. For example, if a student is approved for 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 over 2 days.

  - The amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing. The accommodation of limited-time testing limits the amount of time that a student can spend on testing per day. Not all students with limited-time testing need multiple-day testing for a particular exam; it depends on the length of the exam and the amount of limited-time testing the student is approved for. For example, for a 3-hour exam, a student approved for 4 hours of testing per day wouldn't need to test over multiple days, but a student approved for only 2 hours of testing per day would need to test over multiple days.

- **ATC:** If a student is approved for or expected to use an assistive technology–compatible (ATC) test form, you can order an ATC format of the necessary AP Exam. For every ATC-format exam ordered, a corresponding print version of the exam will be included in the ATC exam shipment. If you're unsure whether a student has been approved for or is requesting an ATC-format exam, talk to your school's SSD coordinator.

  - To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology–compatible test form." This is not the same as accommodations for other types of assistive technology. If a student wants to use assistive technology with the ATC format, both accommodations need to be requested through SSD Online and approved by College Board.

  - ATC is not the same as an accommodation for computer use. A computer accommodation is for the use of a word processor only to write essays and short-answer responses.

  - ATC is not the same as MP3 audio format. AP Exams aren't available in MP3 format. Students who are approved for MP3 audio should test with a reader.

- **Braille:** For every braille exam ordered, a corresponding print version of the exam will be included in the braille exam shipment.

- **Braille and Large 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.

- **Additional Master CDs:** Order sufficient master 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 master CDs for each testing room where AP Exams will be administered for Music Theory, Spanish Literature and Culture, and for French, German, Italian, and Spanish Language and Culture. (See "**Ordering Additional Master CDs**" for details.)

- **Chinese and Japanese Exams:** Extended time, additional breaks, adjustable screen color, screen magnification, large-print exams, 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.

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 2024. 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, 2024, 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.

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, which they'll put on their answer sheet at each AP Exam they take.

REMINDER: You'll receive one label sheet for every student included in your exam order. Label sheets aren't ordered separately.

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 students' last names.
- **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.

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.

2023-24 AP Coordinator's Manual, Part 1

Ordering Additional Master CDs

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

Master CDs are sent by default for these subjects as follows:

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

You'll need one set of master 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 master double CD sets or sight singing CDs for each testing room.
- Order sufficient master 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 SSD Guidelines in early 2024. Order 1 set of master CDs for each testing room.

When you submit your exam order, you may request:

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

You may order additional master CDs until March 15 (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 master 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	Standard 5/12	1	0	0	230
AP Italian Language and Culture View/Edit CD Order	Standard 5/19	1	0	0	78
AP Japanese Language and Culture	Standard 5/19	1	0	0	77
AP Latin	Standard 5/12	1	0	0	113
AP Macroeconomics	Standard 5/21	1	0	0	199
AP Microeconomics	Standard 5/20	1	0	2	195

- A new screen opens with a list of the master CDs available for that particular exam. From the drop-down list, select the quantity of the CDs that you need.
- Depending on the 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 **98**.)
- You can click on **View/Edit CD Order** to view details.

CDs for AP French Language and Culture (Standard)   ✕

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

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

CD Type	Quantity
Master Listening CD	1 ⌄
Master Speaking CD	1 ⌄

Cancel   Update

Important:

Additional master CDs are ordered per administration. If you ordered additional master CDs for the regular testing administration and need to move students from the regular testing window to late testing, the additional master CDs you indicated for regular testing **won't** automatically carry over. You'll need to indicate any additional master 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 15.

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.

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

Ship To

Sample High School
1 Main Street
New York, NY 10001

Orders

View Unsubmitted Changes   [Submit]

View Order History   Submitted 3/04 / Last Modified 6/02

View Approval Requests ❓   Last Modified 5/05
2 Pending Approval

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.

All Exams   Student Labels   Other Materials   Score Reporting Services

⬇ Download Order Details

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	Standard 5/18	0	0	0	1

Important:

You won't be able to submit your exam order if you:
- Haven't completed the AP Participation Form for 2023-24. (See pages **50–53**.)
- 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, alternate exams for late testing, or special exam materials for students with accommodations. If you have unsubmitted changes, you'll see the message **View Unsubmitted Changes** on the **Orders** page.

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

Important:

You can submit changes to your order as many times as needed until the November 15 final ordering deadline without incurring any additional fees. Changes submitted after November 15 and by March 15 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 because 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.

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Next Steps

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

Please continue to access available resources and trainings. If you have 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 16 and March 15, manage any updates to your exam roster leading up to the spring course orders and fall order changes deadline of **March 15 (11:59 p.m. ET).** Areas to account for are:

☐ Exam orders for courses that start after the November 15 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 15 for full-year or first-semester courses or for students in exam only sections).

☐ Known exam cancellations (you're encouraged to submit known cancellations by March 15 so your school doesn't receive exam materials for students who don't intend to test).

☐ Any special exam formats or materials needed due to updated accommodation requests.

☐ Orders for alternate exams for late testing for students with known testing conflicts.

☐ Confirming and submitting orders for any digital AP Exams.

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. 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 15 deadline.

BEST PRACTICE: *Even if you've been organizing and submitting changes to your exam order before March 15, check AP Registration and Ordering again on March 15 before 11:59 p.m. ET to make sure you don't have any remaining unsubmitted order changes.*

Indicating Student Fee Reduction Status

The deadline to indicate students' fee reduction status through AP Registration and Ordering is **April 30, 2024 (11:59 p.m. ET)**. See page **93** 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

Coordinators should receive their shipment of AP ID label sheets between late March and mid-April. One label sheet will be sent for each student included in the exam order. 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. **Part 2** of the *2023-24 AP Coordinator's Manual* will have details about tracking, receiving, and storing AP ID label sheets.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 15, 2024.

Score Labels and Free-Response Booklets

If you'd like to request score report labels and students' completed free-response booklets from the 2024 AP Exam administration (for digital delivery in the fall), you can do so through AP Registration and Ordering. The deadline to request these items is **April 30, 2024** (11:59 p.m. ET). Details about these materials will be in **Part 2** of the *2023-24 AP Coordinator's Manual*.

Exam Administration and Post-Exam Tasks

Details about processes related to the exam administration will be in **Part 2** of the *2023-24 AP Coordinator's Manual,* including:

- **Indicating Unused Exams:** To ensure accurate invoicing, you'll indicate unused exams through AP Registration and Ordering.
- **Creating the Packing List:** You'll create your final packing list through AP Registration and Ordering.
- **Accessing and Paying Your Invoice:** Your invoice is directly generated by AP Registration and Ordering and emailed to you after the late-testing administration ends. The postmark deadline for payment is June 15.
- **Indicating Intended Use for a Large-Volume Rebate:** Schools that administer more than 150 AP Exams must indicate their intended use for their rebate on the **Large-Volume Rebate** tab in AP Registration and Ordering no later than June 15.

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 **collegeboard.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.

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 2023-24 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. Teachers sign in using the same username and password they use with AP Course Audit, the AP Community, and AP Score Reporting.

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

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

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

AP Classroom

After signing in, AP teachers 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.
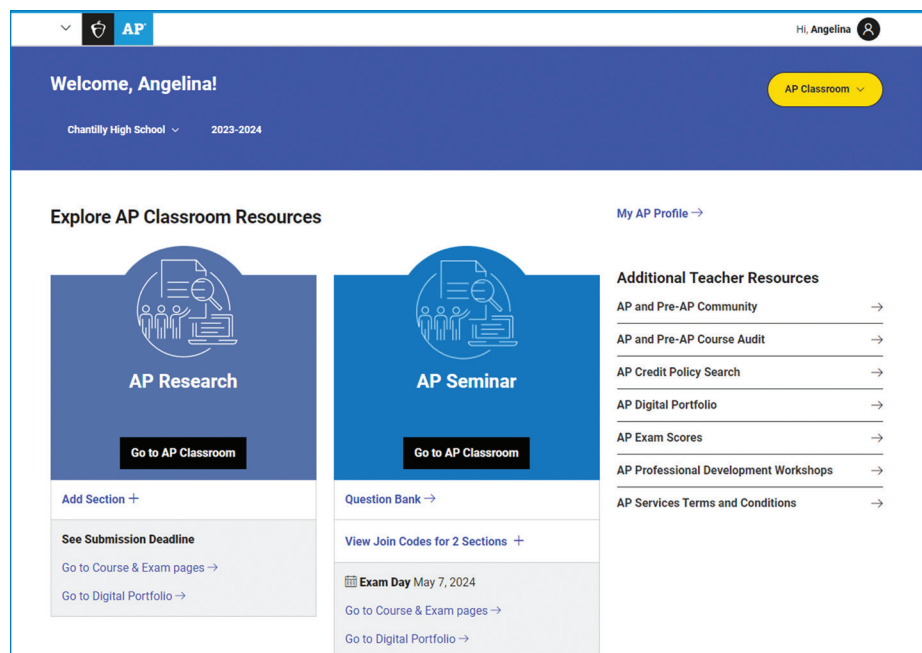
Once in AP Classroom, teachers can access AP resources to support their course(s) and students.
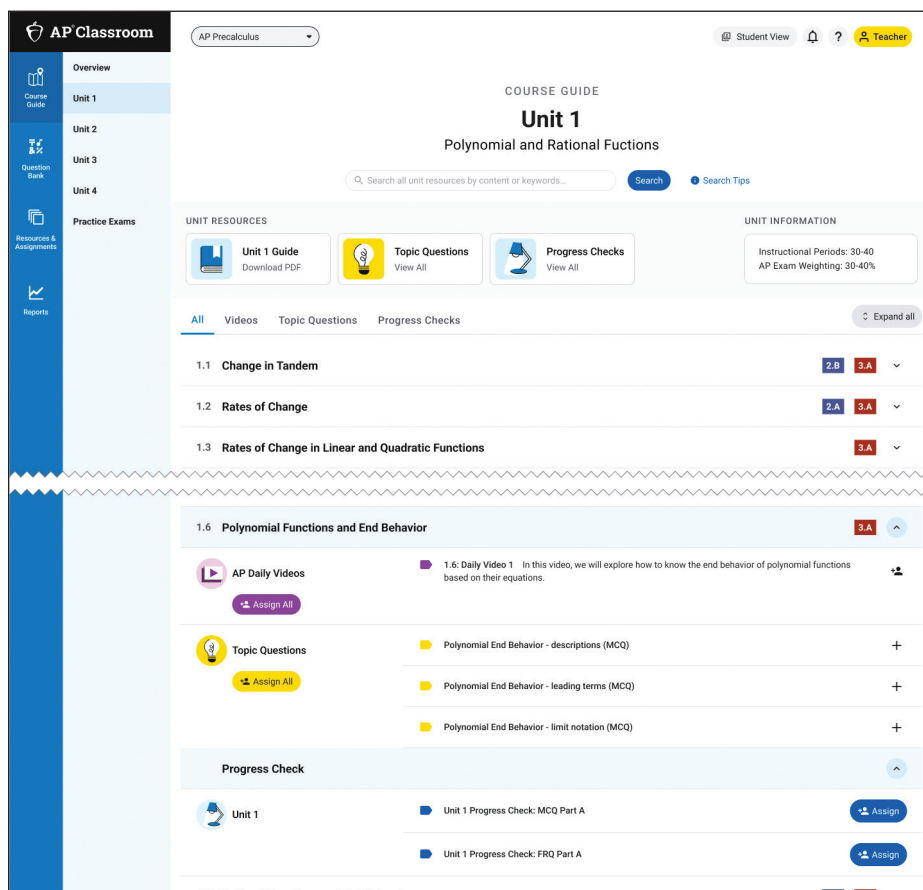
For step-by-step guidance on how to get the full benefit of the resources available in AP Classroom, teachers can access FAQs, interactive tutorials, and detailed user guides by clicking the "?" (Help) or alarm bell icon (Announcements) at the top right of the screen in AP Classroom.

Creating Class Sections

This information applies if teachers are creating their own sections. 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** or AP Central, and click **Add Section +** below the course card on their personalized homepage. AP coordinators should create class sections, but teachers can also do this if the school prefers.
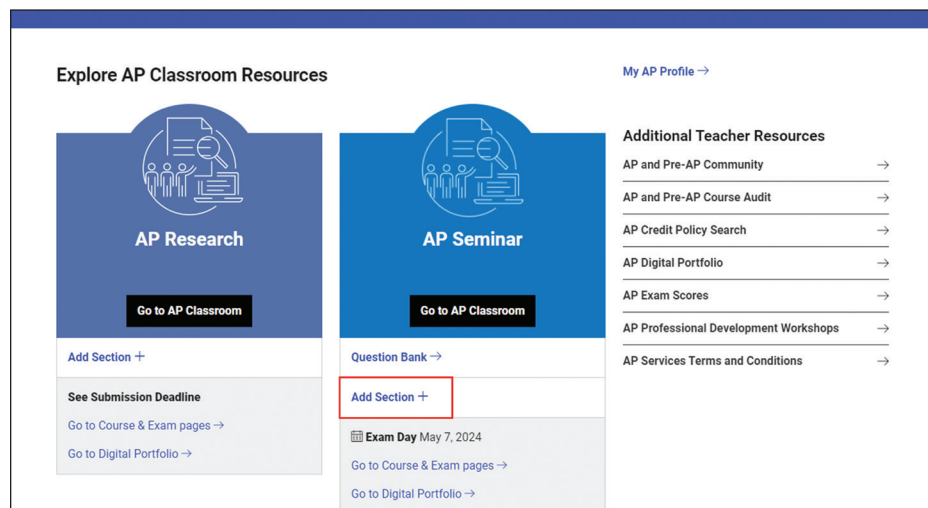
After clicking **Add Section +**, complete the information in the next screen:

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators, because they'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.
  - **Second Semester:** Use this option if the section begins after the November 15 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.*

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.

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 **collegeboard.org /apdownloads**.

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.

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 class 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 **57–58**.) 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.

2023-24 AP Coordinator's Manual, Part 1

Accessing AP Classroom Resources

Teachers can use the following AP Classroom resources for their students:

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

▪ **AP Daily** is a series of on-demand, short videos—created by experienced AP teachers and faculty—that can be used for in-person, online, and blended/hybrid instruction. These videos cover every topic and skill outlined in 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 learning 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.

▪ 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.

▪ **Reports** 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 content 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 all AP courses with a unit structure. Not all resources may be available for courses with different structures, such as: AP Art and Design, AP Computer Science Principles, AP Seminar, and AP Research.
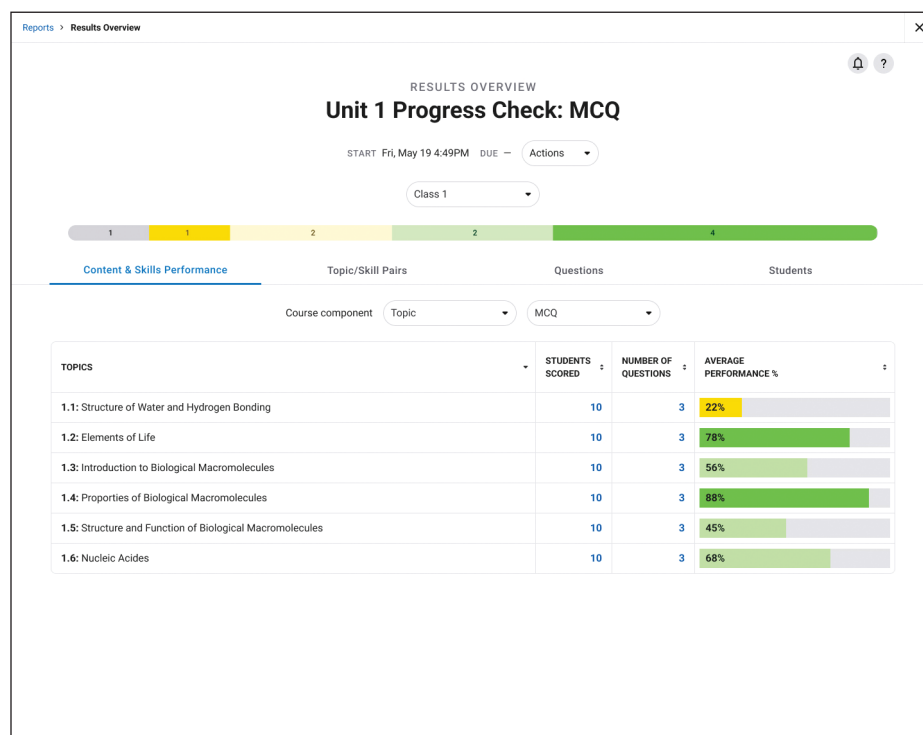
After students sign in to My AP and enroll in their AP class sections, they'll be able to access AP Classroom resources for their classes.

When teachers click "Go to AP Classroom" from the course card on AP Central, they will go to to the course's Course Guide on AP Classroom, where they will 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 Daily 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.

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

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 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 Daily videos and some high-level course resources.

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

> **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; see below for details.
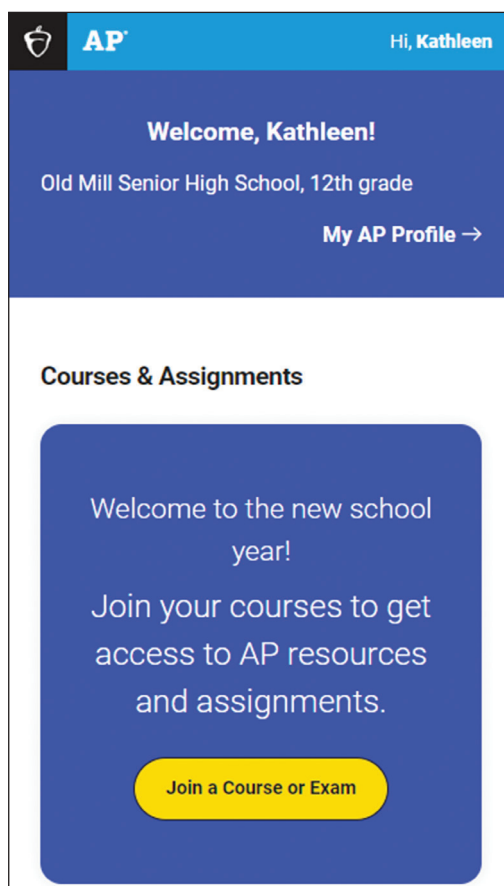
Registration Information

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

Students 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 will also need to sign into their College Board account to make the same updates. The updated information in their AP Profile will not 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.**

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 **only** through My AP. They don't indicate this information on their answer sheets. The deadline for students to indicate or change their free score report recipient through My AP is **June 20, 2024**.

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

See pages **55–58** for details about the default and advanced settings.
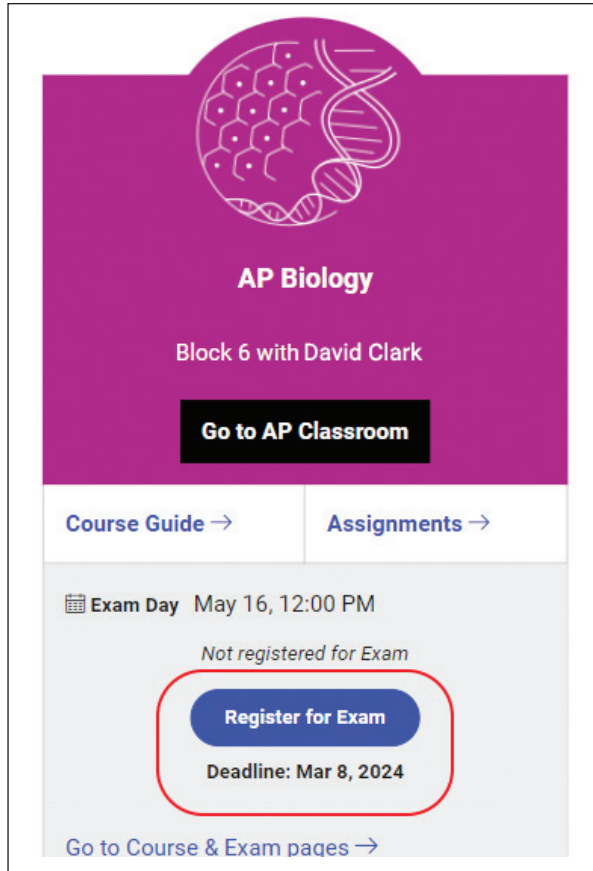
If you've selected the advanced student exam decision indicator setting, advise AP teachers and students that students need to indicate their exam registration through My AP. If you leave the exam decision indicator at the default setting, students don't need to indicate their decision to take the exam in the system; the default setting includes all students who enroll in class sections before the November 15 final ordering deadline with an **Order Exam** status of **Yes** in the exam roster.

If you have selected the advanced exam decision indicator setting:
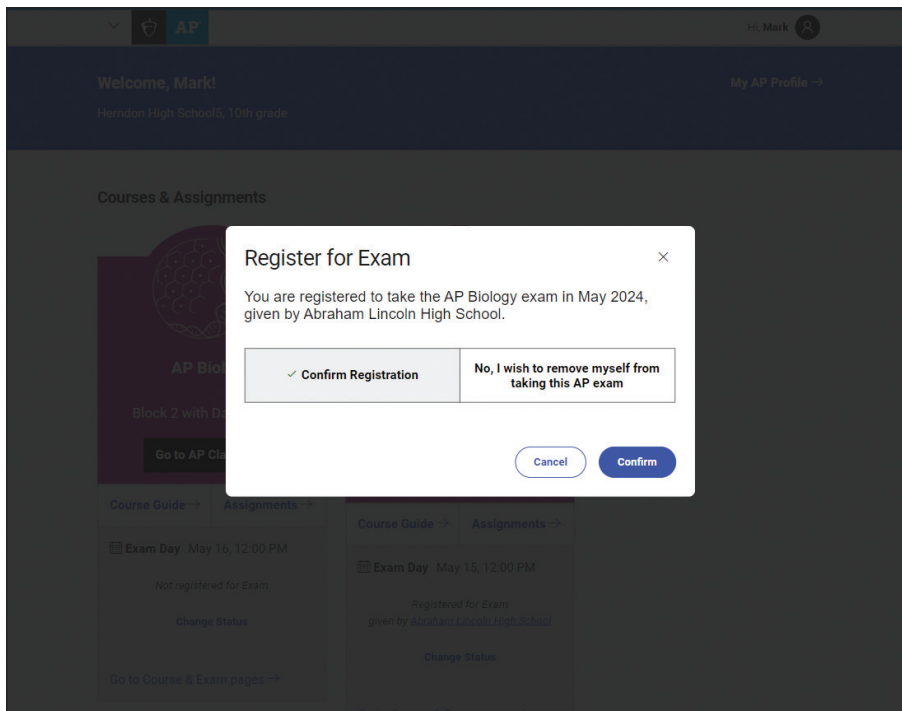
- Coordinators or teachers should tell students the deadline.
- In **My AP** the student clicks **Register for Exam** for each class section they're enrolled in.
- From the next screen, the student selects either **Confirm Registration** (if they're taking the exam), or **No, I wish to remove myself 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 on the next page is just an example. The deadline shown below the yellow Register for Exam button will be the date you set as the student decision deadline when you select the advanced decision indicator setting.

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

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Viewing the AP ID

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

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

Accessing AP Classroom Assignments

Students can click **Go to AP Classroom** to access resources for their course 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 **collegeboard. org/apclassroom**

AP Biology

Block 6 with David Clark

Go to AP Classroom

Course Guide →   Assignments →

📅 **Exam Day** May 16, 12:00 PM

Not registered for Exam

Register for Exam

Deadline: Mar 8, 2024

Go to Course & Exam pages →

Helping Students Join Your AP Class Section

At the start of the 2023-24 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.

Sign in to access your AP or Pre-AP resources and tools including AP Classroom.
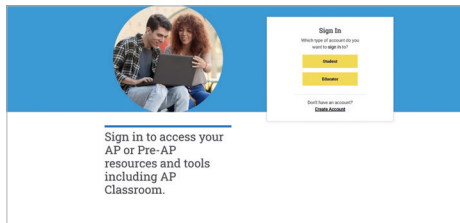
2 GET JOIN CODE(S)

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.
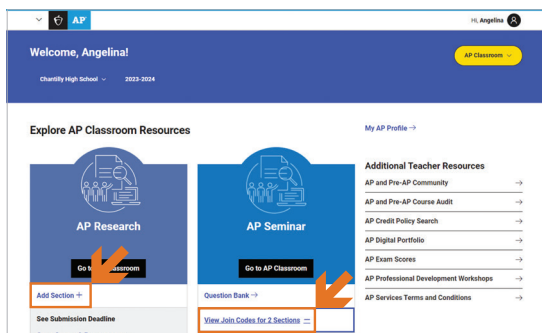
On the first day of class

☐ Distribute the "join code" assignment to students.

Download the assignment, Joining Your AP Class Section, at **collegeboard.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 Daily** 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 Daily 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 every topic and/or skill listed in 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 paper, computers, or mobile devices.

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—to help students see their progress toward mastering course content and skills for each unit.

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

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

Note: The full suite of AP Classroom resources is available for all AP courses with a unit structure. Not all resources may be available for courses with different structures, such as: AP Art and Design, AP Computer Science Principles, AP Seminar, and AP Research.
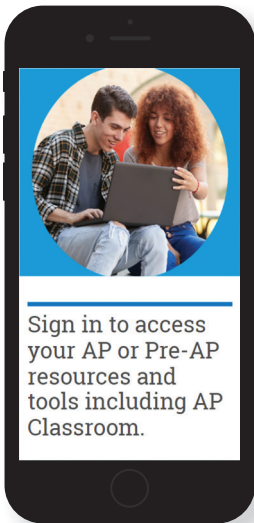
AP STUDENTS

Joining Your AP Class Section

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

Write your join code(s) here:

Course _____   Course _____   Course _____   Course _____

Code __ __ __ __ __ __   Code __ __ __ __ __ __   Code __ __ __ __ __ __   Code __ __ __ __ __ __

❶ 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.

Sign in to access your AP or Pre-AP resources and tools including AP Classroom.
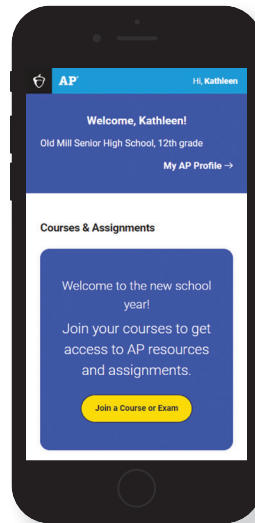
❷ JOIN A COURSE
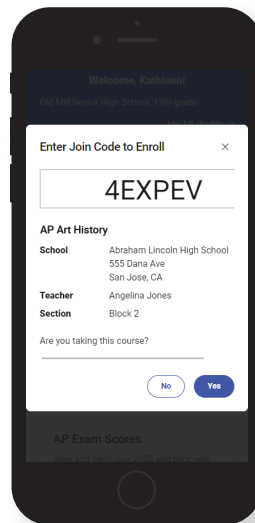
Click the **Join a Course or Exam** button. Before you do this, make sure you have the six-character join code from your teacher. You'll need it to join a class section.
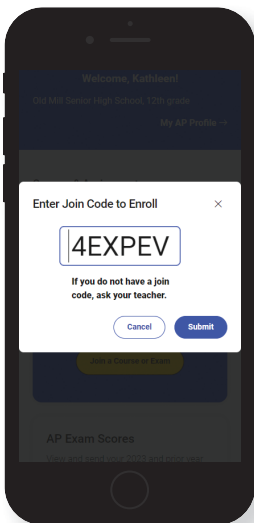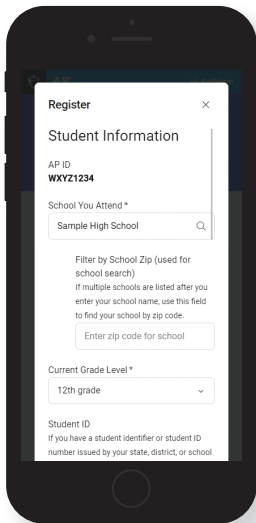
❸ SUBMIT YOUR JOIN CODE

Enter the join code your teacher gave you. Click **Submit**.

❹ VERIFY COURSE INFORMATION

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

❺ FILL OUT REGISTRATION INFORMATION

The first time you enroll in an AP course in My AP, you'll provide registration information. It's important to be accurate. You only have to do this once. Check your information that's already shown and provide the remaining information. If your name, middle initial, or date of birth needs correcting, contact AP Services for Students after completing your registration. If you make changes to any other information in your AP Profile, you'll also need to sign into your College Board account to make the same changes.
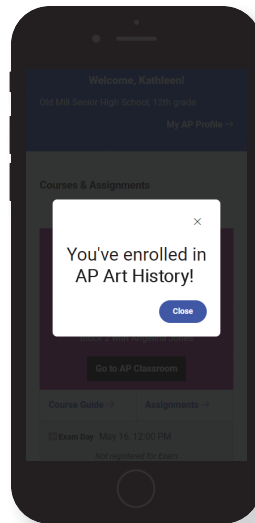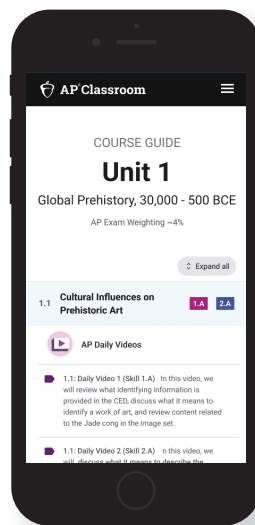
❻ CONGRATULATIONS!

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.
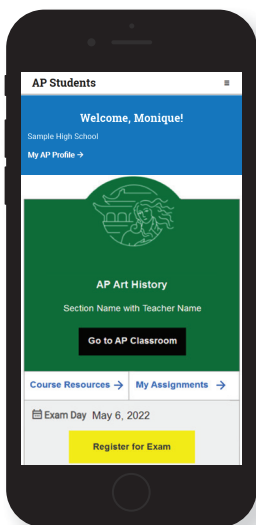
❼ ACCESS AP CLASSROOM RESOURCES

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

❽ WATCH AP DAILY VIDEOS

In AP Classroom, you'll see AP Daily videos for 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.

2024 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	
Wednesday, May 22, 2024	Chemistry		English Literature and Composition	
	Computer Science A		Environmental Science	
	Physics C: Electricity and Magnetism		Japanese Language and Culture	
	Psychology		Latin	
	Statistics		Macroeconomics	
	United States History		Physics C: Mechanics	
Thursday, May 23, 2024	Chinese Language and Culture		Art History	
	Computer Science Principles		Biology	
	English Language and Composition		European History	
	Human Geography		French Language and Culture	
	Precalculus		Physics 1: Algebra-Based	
	Spanish Literature and Culture		Seminar	
Friday, May 24, 2024	Calculus AB		African American Studies	
	Calculus BC		Comparative Government and Politics	
	German Language and Culture		Italian Language and Culture	
	Microeconomics		Physics 2: Algebra-Based	
	Music Theory		United States Government and Politics	
	Spanish Language and Culture		World History: Modern	

- **AP African American Studies Exam Pilot:** For the 2024 AP Exam administration, only schools that are participating in the 2023-24 AP African American Studies Exam Pilot can order and administer the exam.

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time.

- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by College Board is not permitted under any circumstances.

- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2024.

- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2024.

2024 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 6, 2024	United States Government and Politics		Art History	
			Chemistry	
Tuesday, May 7, 2024	Human Geography		Seminar	
	Microeconomics		Statistics	
Wednesday, May 8, 2024	English Literature and Composition		Comparative Government and Politics	
			Computer Science A	
Thursday, May 9, 2024	Chinese Language and Culture		Psychology	
	Environmental Science			
Friday, May 10, 2024	European History		Macroeconomics	
	United States History		Spanish Literature and Culture	
	ART AND DESIGN—Friday, May 10, 2024 (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		Afternoon 2 p.m. Local Time	
Monday, May 13, 2024	Calculus AB		Italian Language and Culture			
	Calculus BC		Precalculus			
Tuesday, May 14, 2024	English Language and Composition		African American Studies		Physics C: Electricity and Magnetism	
			Physics C: Mechanics			
Wednesday, May 15, 2024	French Language and Culture		Computer Science Principles			
	World History: Modern		Music Theory			
Thursday, May 16, 2024	Spanish Language and Culture		Biology			
			Japanese Language and Culture			
Friday, May 17, 2024	German Language and Culture		Latin			
	Physics 1: Algebra-Based		Physics 2: Algebra-Based			

- **AP African American Studies Exam Pilot:** For the 2024 AP Exam administration, only schools that are participating in the 2023-24 AP African American Studies Exam Pilot can order and administer the exam.
- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local time. Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time and the afternoon exam administration between 11 a.m. and 12 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- AP coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by College Board is not permitted under any circumstances.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2024.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2024.