

AP COORDINATOR UPDATE



NOVEMBER 15, 2012

November



- AP Course Ledger available at www.collegeboard.org/apcourseledger.
- 2012 Summary Reports are posted at www.collegeboard.org/ap/summaryreports.
- Nov. 15 – deadline for schools to return the AP Participation Form and Survey.
- Compile an initial list of AP Exams that the school intends to administer.

November



- Estimate the probable numbers of exam-takers. Consider exams for home-schooled students, Career Tech students and students from other schools.
- Outline your school's procedures and schedule the student registration process for ordering exams.

November



- Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., \$13 to cover the unused exam fee), collect it.
- Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).
(<http://professionals.collegeboard.com/testing/ap/about/dates>)

December



- December 15th – AP Grant Applications are due.
- PSAT/NMSQT results are sent to schools with AP Potential access codes.
- AP Potential becomes available at appotential.collegeboard.org.

December



- Schools that returned their participation materials will receive copies of the *2012-13 Bulletin for AP Students and Parents* and the *2012-13 AP Coordinator's Manual* in separate shipments.
- Become familiar with the ordering deadlines. (Page 15 of the Coordinator's Manual.)

December



- Carefully read the *2012-13 AP Coordinator's Manual*, making note of AP Program changes and items that will need any follow-up. (http://professionals.collegeboard.com/profdownload/2012-13_AP_Coordinators_Manual.pdf)
- Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit **www.collegeboard.org/apcoordinator** for a template.)

December



- Determine if there is a need for off-site testing. If so, begin negotiations for securing facilities away from the school.
- Create a spreadsheet for tracking exam registrations and fees. (Visit **www.collegeboard.org/apcoordinator** for a template.)

December



- Distribute the *2012-13 Bulletin for AP Students and Parents* to all AP students and encourage them to read it, as students agree to the terms therein on exam day. Encourage students to share the bulletin with their parents.
- Identify and generate a list of students who are eligible for College Board fee reductions. (AP Coordinator's Manual, page 19.) Don't forget Career Tech students who might be eligible for the multi-test discount.

Services for Students with Disabilities/SSD



- Who is the SSD Coordinator for your school?
- Requests for accommodations should be submitted by Feb. 22.
- You can submit requests early!
- What accommodations are available?
 - AP Coordinator's Manual, page 68.

SSD Coordinator - November



- Visit with all AP teachers to find out if there are students with disabilities who plan to take AP Exams.
- Submit the SSD Online Eligibility Form for any students who are not yet approved.

SSD Coordinator - November



- Check to make sure that accommodations needed for any students taking AP Exams in French, German, Italian or Spanish languages, Spanish Literature and Culture or Music Theory, are up to date. Call the SSD office to advise of any students taking AP Chinese or Japanese

SSD Coordinator - December



- Look at your SSD Online roster of students and check that all students listed, and the student information, are correct. Confer with students and parents to ensure awareness of the accommodations approved for the student.
- Work with the principal to ensure sufficient and appropriate testing sites for students with disabilities.

SSD Coordinator - December



- Make sure you have sufficient, tested and appropriate equipment for all approved SSD students, (e.g., computers and printers, calculators, extra CD players, and extra tape recorders for AP Exams in French, German, Italian or Spanish languages, or Music Theory).
- Start identifying proctors and provide them with information in this manual and any appropriate information from **www.collegeboard.org/apcoordinator**.

Cathy's Favorite Website



[http://www.collegeboard.com/
html/apcourseaudit/faq.html](http://www.collegeboard.com/html/apcourseaudit/faq.html)

Contact Information



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Next Webinar



December 13th

10:00 am

3:30 pm

Sign up at <https://oksde.webex.com/>

Go to UPCOMING