

AP Exam Remittance Procedures

1

Think only in terms of
number of
EXAMS

If you want the SDE to pay for
exams,
you
MUST
submit an invoice to me!

Welcome to AP Exam Ordering

April 25, 2012

April 25: Final Exam ordering deadline.

Enrollment Data: You chose to not enter your school enrollment data. Without the enrollment data, we are unable to calculate the Equity and Excellence percentages for your score reports. You may enter your enrollment data at any time by clicking the "Enter Enrollment Data" link.

⚠ You must generate, print, and mail an invoice with payment before June 15, 2012. Payments postmarked after June 15, 2012 will be charged a \$200 late fee.

Your Info [Sign Out](#)

Tamar Darracott
rapus0aao028162@aptest.kyr
ADRIAN UNION HIGH SCHOOL

[Update School Information](#)
[Update Personal Information](#)

[Contact Us](#)
[Help](#)

Order AP Exams	Return & Pay for Exams
<ul style="list-style-type: none"> Enter Enrollment Data Order AP Exams Order AP Studio Art Exams Order Braille and Large-Type Exams Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts Order Late-Testing Exams Order Braille and Large-Type Late-Testing Exams Order Score Labels and Free-Response Booklets Request AP Exam Fee Reductions View Your Order Status/Track Shipments View Cumulative Order 	<ul style="list-style-type: none"> Create/View Packing List Each exam shipment you return must include a completed packing list. Generate Invoice You will be asked specific questions about fee reduction credits, so have that information on hand before you begin.

Important points:

You MUST submit your invoice to College Board and the State Department of Education (SDE) by June 15th.

Use the "Generate Invoice" link.

Important points:

Before you start the process, be sure you have copies of your packing lists as well as the number of fee reductions (Option 1) and the number of exams given that will receive the multi-exam discount (Option 2).

Do NOT use your keyboard to advance – use the “Previous” and “Next” buttons at the bottom of the screen.

Generate Invoice

Home

Enter Enrollment Data

Order AP Exams

Order AP Studio Art Exams

Order Braille and Large-Type AP Exams

Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts

Order Late-Testing Exams

Order Braille and Large-Type Late-Testing Exams

Order Score Labels and Free-Response Booklets

Request AP Exam Fee Reductions

View Your Order Status / Track Shipments

View Cumulative Order

Create/View Packing List

Generate Invoice

☞ Contact Us

☞ Help

Enter Used and Unused Exam Quantities April 25, 2012

Total number of exams ordered: 25

How many of these exams did you use?

How many of these exams did you **not** use?

⏪ Previous

Next ⏩

Year Info [Sign Out](#)

Tamar Carracott
 rkou0aao028162@adrian.k12.nj.us
 ADRIAN LANDON HIGH SCHOOL

☞ Update School Information

☞ Update Personal Information

Important points:

The total number of exams ordered will be prepopulated.

The number of used and un-used exams should total the number of exams ordered.

Do NOT use your keyboard to advance – use the “Previous” and “Next” buttons at the bottom of the screen.

Generate Invoice

Home

Enter Enrollment Data

Order AP Exams

Order AP Studio Art Exams

Order Braille and Large-Type AP Exams

Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts

Order Late-Testing Exams

Order Braille and Large-Type Late-Testing Exams

Order Score Labels and Free-Response Booklets

Request AP Exam Fee Reductions

View Your Order Status / Track Shipments

View Cumulative Order

Create/View Packing List

Generate Invoice

Contact Us

Help

Enter Unused Exam Credits

Number of unused exams: 2

How many of these unused exams were used as reader copies?

Previous Next

April 25, 2012

Your Info Sign Out

Tamar Carracott
rapus0aao028162@
adtest.ky2
ADRIAN UNION HIGH
SCHOOL

Update School Information

Update Personal Information

Important points:

Of the unused exams, they will ask you if any were used for a legitimate reason – reader copies, to replace alternate exams, etc. Any unused exam that was used for a legitimate reason will not cost your school the \$13. so it's important that you let them know.

Do NOT use your keyboard to advance – use the “Previous” and “Next” buttons at the bottom of the screen.

Important points:

This screen is talking about the number of **EXAMS**. Don't get confused and put the number of students.

Do NOT use your keyboard to advance – use the “Previous” and “Next” buttons at the bottom of the screen.

Asking for NUMBER OF EXAMS not NUMBER OF STUDENTS

Home

Enter Enrollment Data

Order AP Exams

Order AP Studio Art Exams

Order Braille and Large-Type AP Exams

Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Sonets

Order Late-Testing Exams

Order Braille and Large-Type Late-Testing Exams

Order Score Labels and Free-Response Booklets

Request AP Exam Fee Reductions

View Your Order Status / Track Shipments

View Cumulative Order

Create/View Packing List

View/Edit Invoice

Contact Us

Help

Submit Your Invoice

ADA SENIOR HIGH SCHOOL
370003

Please submit your invoice electronically by clicking the "Submit Invoice" button below. Please review your invoice carefully before submitting. If you need to make any edits to your invoice, you can do so by clicking the "Edit Invoice" button.

NOTE: After submitting your invoice, you must also print and mail the "Program Copy" of your completed invoice with payment to the AP Program. The postmark deadline for returning your invoice with payment is June 15. If you generate your invoice or mail it to the AP Program after June 15, a \$200 late fee will be assessed.

Postmark deadline: June 15th

[Edit Invoice](#) [Submit Invoice](#)

Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	23	\$75.00	\$1,817.00
B. Unused exams	2	\$13.00	\$26.00
C. Late Testing Exam surcharge	0	\$40.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$0.00	\$0.00
E. Score Labels	0	\$75.00	\$0.00
F. Late payment fee	0	\$200.00	\$0.00
Total Fees			\$1,843.00

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$13.00	\$0.00
I. Credit for exams replaced by alternates	0	\$13.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$40.00	\$0.00
K. College Stand-fee reductions	5	\$26.00	\$130.00
L. Contractual Credit	0	\$0.00	\$0.00
M. Option 1 Oklahoma Fee Reduction	5	\$43.00	\$215.00
N. Option 2 Oklahoma Fee Reduction	4	\$25.00	\$100.00
Adjustments:			\$0.00
Total Credits			\$445.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$1,398.00

April 26, 2012

Your Info [Sign Out](#)

Jennie Evers
jever@ca0201578.apcentral.collegeboard.org
ADA SENIOR HIGH SCHOOL

[Update School Information](#)

[Update Personal Information](#)

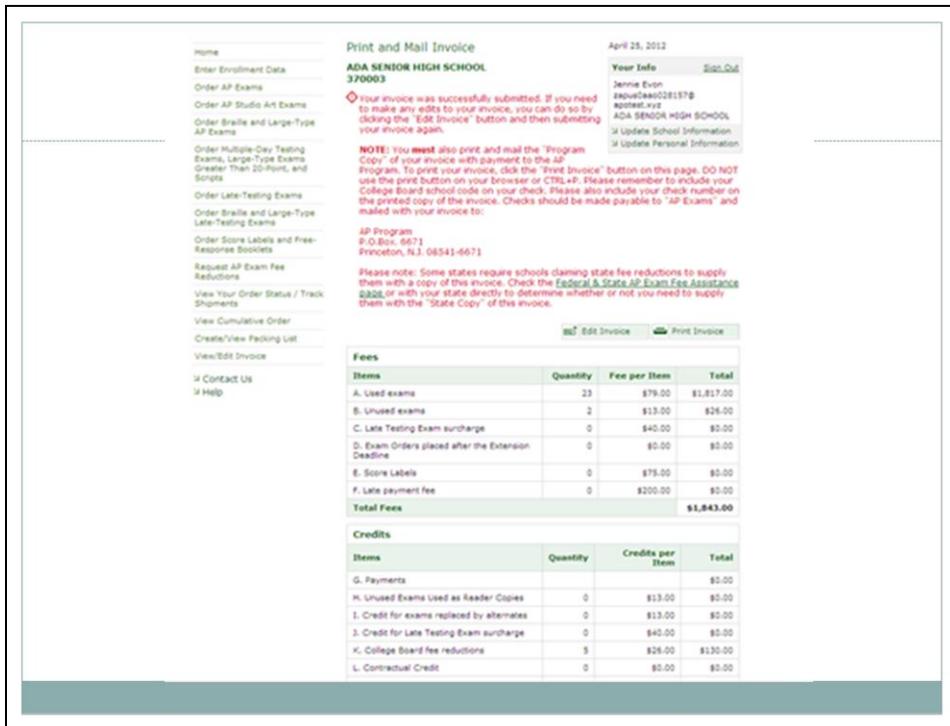
Important points:

This is what your invoice will look like.

If there is a problem with the invoice, click "Edit Invoice" and make corrections.

You'll click "Submit", but you must also print and mail in a copy of the invoice to College Board along with payment. You also need to mail a copy of the invoice to me.

Check lines M and N. Those are Option 1 (M) and Option 2 (N) exams. Be sure the number on line N matches the Supplemental Roster.



Important points:

This is what your invoice will look like once you've hit the "Submit Invoice" button.

If it's incorrect, click on "Edit Invoice" and go through the process once again making corrections.

If it's correct, click on the "Print Invoice". It will print 3 copies of the invoice – one for you (School Copy), one for me (State Copy) and one for College Board (Program Copy).

Fill out the AP Coordinator information. Be sure to include information where you will be available during the summer. If you want to appoint someone else for that duty, put their name and contact information. They will need to know how to log into the College Board website in order to amend the invoice if necessary. They will also need access to the Supplemental Roster.

Sign the form signifying that it is, to the best of your knowledge, correct, then print your name.

Once you print the invoice, get the check or other form of payment and mail both to the address on the invoice for College Board.

Then, mail the State Copy to me. My name, address and fax number are on the invoice. If you don't mail in the invoice to me, I won't be able to pay the fee

reductions, and College Board will bill your school for those funds.

Use Print Invoice button on this page NOT the print function on your browser

CONTACT INFORMATION



Cathy Seward
405-521-4288
cathy.seward@sde.ok.gov

My contact information.

The phone number rings directly to my desk so you can call and get me whenever you need.

I'd be happy to go through the process with you on the phone, so feel free to call if you need me. I'm here from 8:00 am to 4:30 pm daily.

Good luck!