AP® 2019-2019 Webinar Series

Oklahoma State Department of Education and The College Board
October 15, 2019

Discussion Topics

- Completed Processes

- Next Steps
    - Class Sections
    - Move/Drop/Transfer
    - Order Preparation
- Resources
- Next steps
- Questions/Closure

CollegeBoard

OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

# Completed / In Progress

1) **2019-20 timeline/AP calendar communicated**

2) **AP Registration and Ordering set-up complete**

   • **Participation Form signed and submitted**

   • **Class sections created**

3) **Students accessed their College Board accounts**

4) **Students enrolled in class sections**

Thank You.

- **15,300 schools completed initial setup**
- **320,000 class sections created**
- **3,872,000 student enrollments**
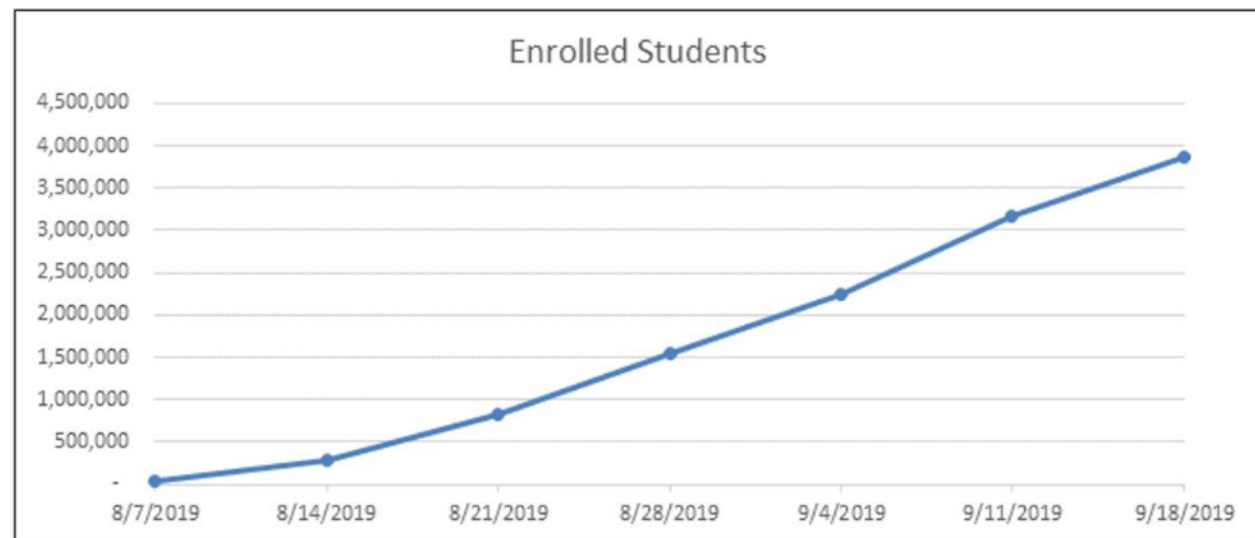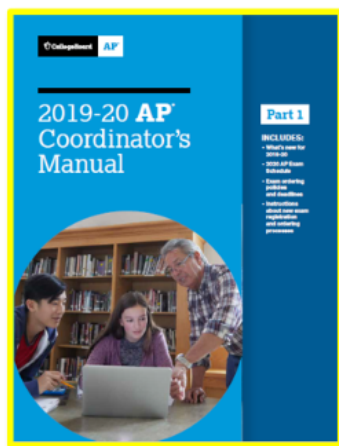
Enrolled Students

Thank You.

Oklahoma

Update as of 10.10.19
- Schools completed initial setup
- Class sections created
- Student enrollment

Class Sections

Course Schedule Options

**AP Coordinator's Manual – Part 1
Pages 61-64**

Class Sections	Ordering Deadline
Standard full year – class sections held for the whole school year OR held during the first semester only	November 15
Second semester – class sections that begin after the November 15 final ordering deadline OR held during the second semester only	March 13

Class Sections	Ordering Deadline
Exam Only – for students taking an exam at your school and who are NOT taking a corresponding course at your school: • Independent/self-study students at your school • Students who attend another school • Home schooled students • Virtual schooled students	November 15

Exam Only Sections
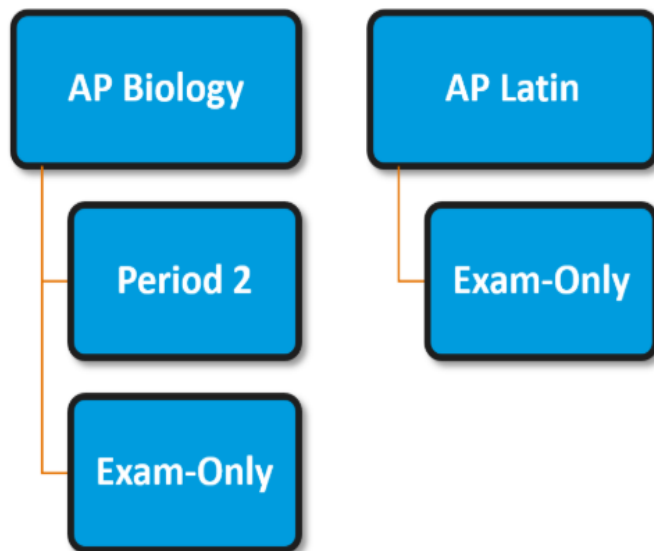
```
AP Biology
├── Period 2
└── Exam-Only

AP Latin
└── Exam-Only
```

- An Exam Only section can be added…
  - to an AP course offered at your school (example: AP Biology).
  - to an Exam Only AP course (example: AP Latin).
- Exam Only sections are created by AP coordinators only (<u>not</u> by AP teachers).
- AP coordinators are responsible for sharing the Exam Only join code with interested students – teachers <u>do not</u> have access
- Exam Only join codes <u>should not</u> be posted on a school website
- Students enrolled in Exam Only sections
  - Generally <u>do not</u> have access to AP supports and resources.
  - Have their order exam status defaulted to "Yes". This is regardless of the Exam Decision Indicator setting (Default or Advanced).

Exam Only Sections

AP Biology
— **Period 2**
— **Exam-Only**

AP Latin
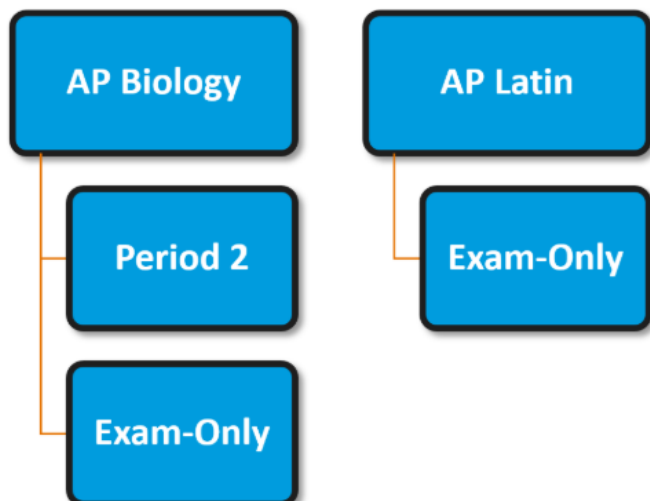— **Exam-Only**

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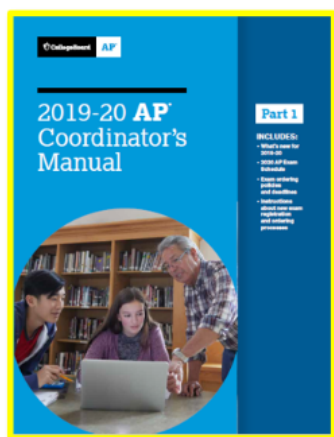
Best practice: consider collecting exam fees in advance of sharing an Exam Only join code

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Special Case: Students that Take an AP Class and Test at a Different School

AP Coordinator's Manual – Part 1
Pages 36-37, 47-48, 63-64

	Teaching school	Testing school/site
Centralized Testing A district or school hosts centralized AP testing at a single school/site for multiple schools in the district. ***Virtual School*** Students take an AP course at a virtual school but test at a "brick and mortar" school.	• *Create a Class Section to enroll students.* • *Set Order Exam Status to "No".*	• *Create an Exam Only Class Section to enroll students (Order Exam Status will be set to "Yes")*

Student must enter **two** join codes – at the teaching and testing school!

Move/Drop/Transfer Student*
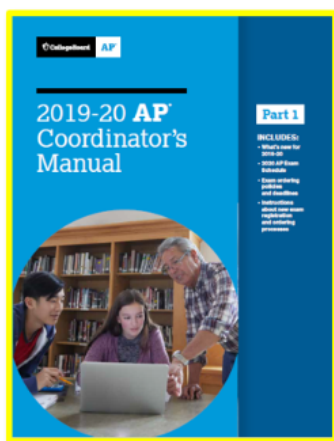
AP Coordinator's Manual – Part 1
Pages 69 - 76

* Students who join an AP class after the beginning of the school year, enroll using the class section join code

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	Coordinator Action	Student Action
Move Student	Select **Change Section** system action	N/A
Drop Student	Select **Drop Student** system action	N/A
Transfer Student In	Share **Transfer Code** with student	Enroll in class section using Transfer Code

Change Section
Drop Student
Transfer Out
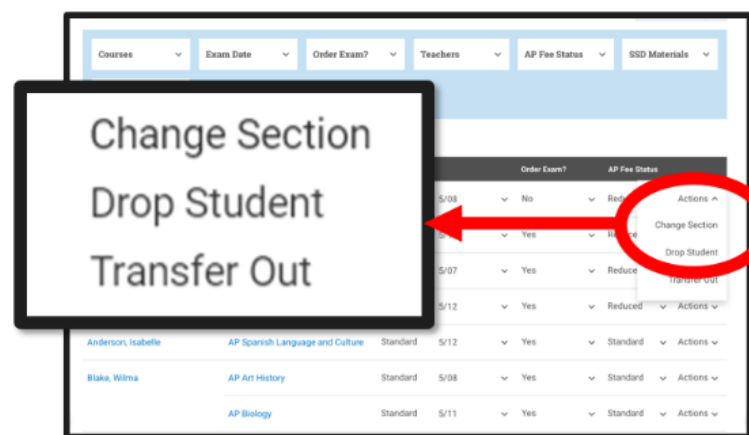
Order Preparation

Tasks that require attention to accurately prepare your exam order

- Student Exam Decision
- Collecting Exam Fees
- Standard or Late Testing
- Fee Reductions
- SSD Accommodations

Order Exam Status

2019-20 AP Coordinator's Manual
Part 1

INCLUDES:
- What's new for 2019-20
- 2020 AP Exam Schedule
- Exam ordering policies and deadlines
- Instructions about new exam registration and ordering processes
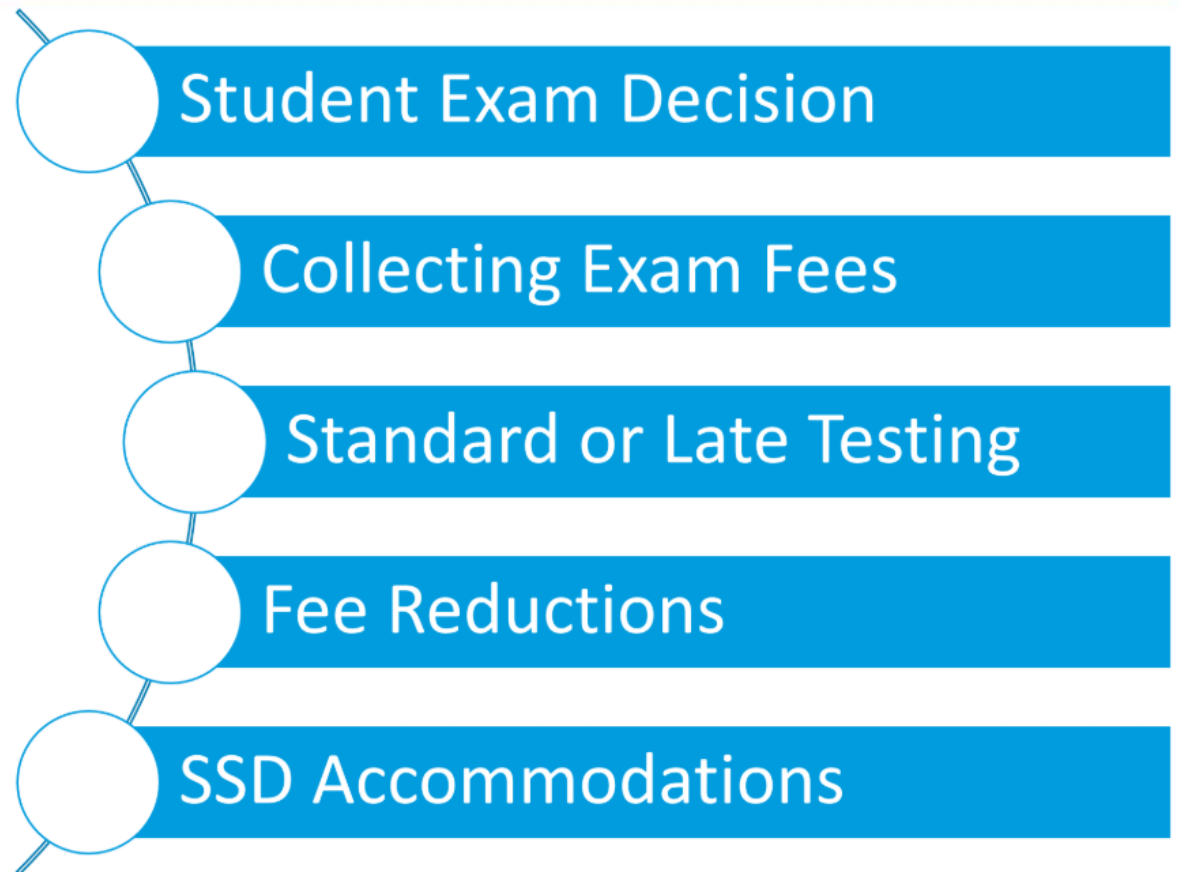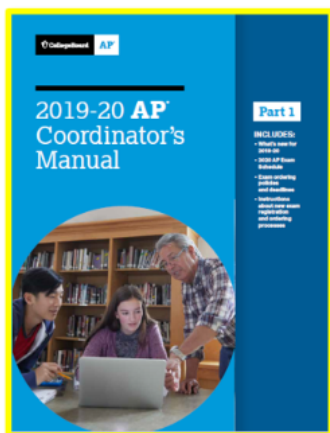
AP Coordinator's Manual – Part 1
Pages 58-60, 79

- Confirm order exam status ("Yes" or "No") with students - no change needed from current process
  - Download roster in spreadsheet format to assist
  - Teachers can assist with this "track and chase" task
  - Directly update student's order exam status in AP Registration and Ordering if necessary
- Exam Decision Indicator: Advanced Setting Only - after the student decision deadline (set by the coordinator) has passed, change any "Undecided" to "Yes" or "No"

All students should be set to "Yes" or "No" prior to submitting your initial exam order

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Order Exam Status

Collecting Exam Fees

**AP Coordinator's Manual – Part 1
Pages 111-119**

Establish and communicate a plan

- How and when exam fees are collected remains a school-level decision

- Some schools collect a deposit while others collect the full amount at one time

- Download and filter a student roster spreadsheet to assist with tracking

- Payment to College Board remains the same (postmarked by June 15)

Resources are available for management of fee collection

- See insight and advice from AP coordinators at: collegeboard.org/ap-fee-collection

Standard/Late Testing

- Occasionally, circumstances make it necessary for students to test late

- Known student conflicts should be addressed - change from standard to late testing

- Use the student roster to locate scheduling conflicts such as 2 exams same day/time (bell icon)

- Include in initial exam order if possible - can update through May 15, 2020 (May 8, 2020 for exams outside the US)

Student Name ∧	Course Name ⇕	Exam Date			Order Exam? ❓		AP Fee Status		
Burke, Aaron	AP Chemistry	Standard 5/07	8 AM	⌄	Yes	⌄	Standard	⌄	Actions ⌄
	AP Chinese Language and Culture	🔔 Standard 5/10	12 PM	⌄	Yes	⌄	Standard	⌄	Actions ⌄
	AP Environmental Science	🔔 Standard 5/10	12 PM	⌄	Yes	⌄	Standard	⌄	Actions ⌄
	AP European History	Standard 5/18	12 PM	⌄	Yes	⌄	Standard	⌄	Actions ⌄
Chance, Ellen	AP Calculus AB	Standard 5/15	8 AM	⌄	Yes	⌄	Standard	⌄	Actions ⌄
	AP Environmental Science	Standard 5/10	12 PM	⌄	Yes	⌄	Standard	⌄	Actions ⌄

⬇ Download Student Roster   🔍 Search by AP ID or Last Name

CollegeBoard
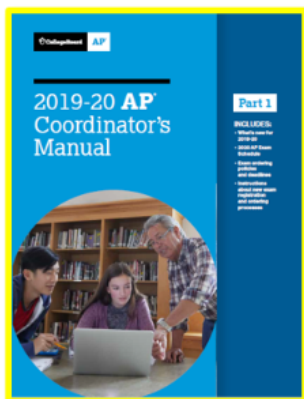
Fee Reductions

AP Coordinator's Manual – Part 1
Pages 24 – 27, 86

- College Board publishes eligibility criteria for a $32 fee reduction per exam for students with financial need

- Acquire list of students who are eligible for College Board fee reductions

- On the student roster page, change AP Fee Status from <u>Standard</u> to <u>Reduced</u> for all eligible students

- Changing one exam for a student changes the fee status for <u>all</u> exams the student is taking

- Include in initial exam order if possible (can update through April 30, 2020)

Student Name ^	Course Name ⇕	Exam Date		Order Exam? ?	AP Fee Status	
Algarin, Brian	AP Biology	Standard 5/14	8 AM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Calculus AB	Standard 5/15	8 AM ⌄	Yes	Standard / Reduced	Actions ⌄
Anderson, Elaine	AP Calculus BC	Standard 5/15	8 AM ⌄	Yes ⌄		Actions ⌄
	AP Chinese Language and Culture	Standard 5/10	12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄
	AP Computer Science A	Standard 5/15	12 PM ⌄	Yes ⌄	Standard ⌄	Actions ⌄

⬇ Download Student Roster   🔍 Search by AP ID or Last Name

CollegeBoard

SSD Accommodations
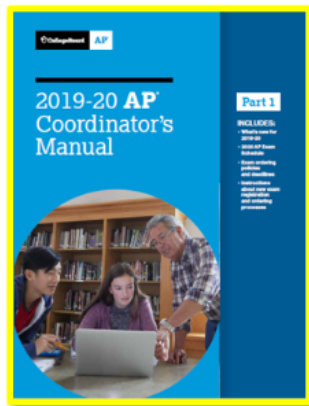
AP Coordinator's Manual – Part 1
Pages 29-33

Overview

- To take an AP Exam with accommodations, a student must be approved for accommodations by the College Board's Services for Students with Disabilities (SSD) office

- School-based SSD coordinators submit, track, and manage requests for accommodations through SSD Online

- The status of any accommodations requested for the student is accessible in AP Registration and Ordering

- The deadline for requesting accommodations is January 17, 2020

SSD Accommodations
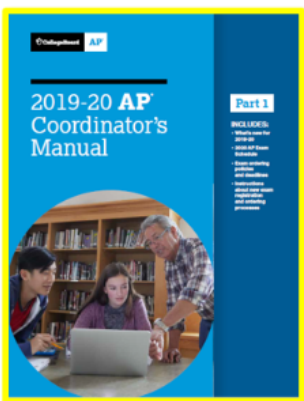
AP Coordinator's Manual – Part 1
Pages 32-33, 83-85

In AP Registration and Ordering

- Acquire list of SSD approved students

- Indicate special exam formats or materials based on approved or expected accommodations before submitting your exam order

  - AP Registration and Ordering lists the approved accommodations on record

  - Indicating in the AP Registration and Ordering system is <u>not</u> the same as submitting a request for accommodations

  - Include in initial exam order if possible (can update through March 13, 2020)

- Many common accommodations (e.g. extended time, rest breaks, food/drink, medications) do not require special formats or materials, therefore should not be indicated in the system

Key Post Ordering Tasks
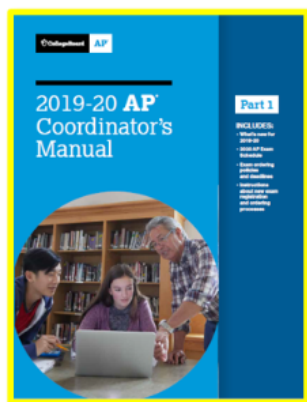
AP Coordinator's Manual – Part 1
Pages 77 – 81, 89-92

- **Inform your teachers** that you have submitted your school's initial exam order

- Continue to **manage student enrollment** (move/drop/transfer)

- **Update exam-related information** (fee-reduced, late testing, SSD) of enrolled students, as required

- Submit a **change to your order** for adjustments or updates that increases or decreases your initial order

    - Adding/dropping/transferring/cancellation

    - SSD special format exam materials

    - Late testing (student moving from standard window to late)

    - Additional CDs for world language exams

Submitting a Change to Your Order

- A message appears in the dashboard if you make any updates that require a change to your order to be submitted

- Submit change orders **each** time you exit a working session

BEST PRACTICE:
On Nov 15 login and confirm all updates have been submitted (no unsubmitted changes)

Resource Review
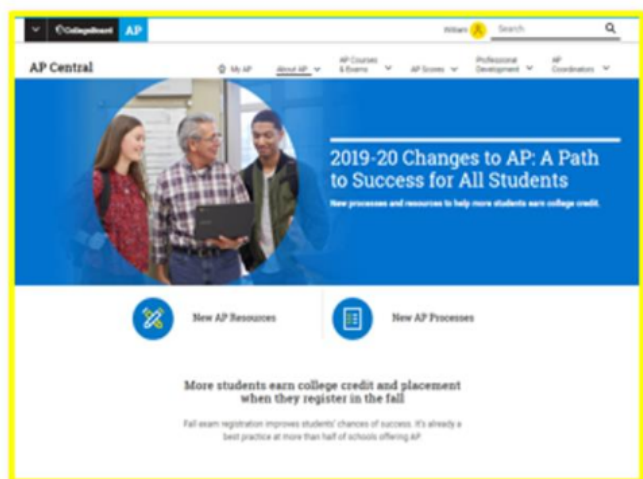
AP 2019-20 Website
collegeboard.org/ap2019

collegeboard.org/
ap-coordinator-community

collegeboard.org/
apcoordinatorsmanual-part1

Community

Publications

Interactive Tutorials

School Handouts

Live Online Training

Face-to-Face Workshops

collegeboard.org/
ap-tools

collegeboard.org/
APcoordinator-sessions

collegeboard.org/
ap2019workshops

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Visit AP Central® for more information.

We'll be sending follow-up messages and updating the website with additional communications tools and resources throughout the year.

For more on the resources and process changes, please visit **collegeboard.org/ap2019**

AP Teachers

Powerful new resources

Unit Guides

Personal Progress Checks

AP Question Bank

Progress Dashboard

CollegeBoard

Course at a Glance

Plan

The Course at a Glance provides a useful visual organization of the AP U.S. Government and Politics curricular components, including:

- Sequence of units, along with approximate weighting and suggested pacing. Please note, pacing is based on 45-minute class periods, meeting five days each week for a full academic semester.
- Progression of topics within each unit, including the location of required foundational documents or Supreme Court cases.
- Spiraling of the big ideas and practices across units.

This course and exam [...] feedback from teachers, [...] Government and Politics r[...]

- It details the required **AP U.S. Gov**[...] and succinctly.
- It offers optional **pacing i**[...] Government and Politics [...] from scratch.
- It includes an **exam infor**[...] AP U.S. Government and [...]
- It provides a variety of **ins**[...] strategies that teachers [...]

AP Teachers can visit **AP**[...] Personal Progress Ch[...] which lets them easi[...] they need to focus o[...]

Assess

Assign the Personal Progress Checks—either as homework or in class—for each unit. Each Personal Progress Check contains formative multiple-choice and free-response questions. The feedback from the Personal Progress Checks shows students the areas where they need to focus.

DISCIPLINARY PRACTICES
Disciplinary practices spiral throughout the course.

BIG IDEAS
Big ideas spiral across topics and units.

CON	Constitutionalism	**PMI**	Competing Policy-Making Interests
LOR	Liberty and Order		
PRD	Civic Participation in a Representative Democracy	**MPA**	Methods of Political Analysis

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UNIT 1 — Foundations of American Democracy

~7–9 Class Periods **15–22%** AP Exam Weighting

LOR 1	1.1	Ideals of Democracy
LOR 4	1.2	Types of Democracy
CON 1	1.3	Government Power and Individual Rights
CON 4	1.4	Challenges of the Articles of Confederation
CON	1.5	Ratification of the United States Constitution
PMI	1.6	Principles of American Government
	1.7	Relationship Between States and the Federal Government
	1.8	Constitutional Interpretations of Federalism
	1.9	Federalism in Action

UNIT 2 — Interactions Among Branches of Government

25–36% AP Exam Weighting

2.1	Congress: The Senate and the House of Representatives
2.2	Structures, Powers, and Functions of Congress
2.3	Congressional Behavior
2.4	Roles and Powers of the President
2.5	Checks on the Presidency
2.6	Expansion of Presidential Power
2.7	Presidential Communication
2.8	The Judicial Branch
2.9	Legitimacy of the Judicial Branch
2.10	The Court in Action
2.11	Checks on the Judicial Branch
2.12	The Bureaucracy
2.13	Discretionary and Rule-Making Authority
2.14	Holding the Bureaucracy Accountable
2.15	Policy and the Branches of Government

PMI

Personal Progress Check 2
Multiple-choice: ~45 questions
Free-response: 3 questions
- Concept Application
- Quantitative Analysis
- SCOTUS Comparison

[...]e provided to prepare students for more [...] Exam.

UNIT 3 — Civil Liberties and Civil Rights

~12–14 Class Periods **13–18%** AP Exam Weighting

LOR 1	3.1	The Bill of Rights
LOR 2	3.2	First Amendment: Freedom of Religion
LOR 2	3.3	First Amendment: Freedom of Speech
LOR 4	3.4	First Amendment: Freedom of the Press
LOR 4	3.5	Second Amendment: Right to Bear Arms
LOR 5	3.6	Amendments: Balancing Individual Freedom with Public Order and Safety
LOR 2	3.7	Selective Incorporation
LOR 3	3.8	Amendments: Due Process and the Rights of the Accused
LOR 2	3.9	Amendments: Due Process and the Right to Privacy
PRD 4	3.10	Social Movements and Equal Protection
PRD 2	3.11	Government Responses to Social Movements
CON 2	3.12	Balancing Minority and Majority Rights
1	3.13	Affirmative Action

PMI

Personal Progress Check 3
Multiple-choice: ~30 questions
Free-response: 3 questions
- Concept Application
- SCOTUS Comparison
- Argument Essay (partial)

UNIT 4 — American Political Ideologies and Beliefs

~10–12 Class Periods **10–15%** AP Exam Weighting

MPA	4.1	American Attitudes About Government and Politics
MPA	4.2	Political Socialization
MPA	4.3	Changes in Ideology
MPA	4.4	Influence of Political Events on Ideology
MPA	4.5	Measuring Public Opinion
MPA	4.6	Evaluating Public Opinion Data
PMI 4	4.7	Ideologies of Political Parties
MPA 4	4.8	Ideology and Policy Making
MPA	4.9	Ideology and Economic Policy
PMI	4.10	Ideology and Social Policy

Personal Progress Check 4
Multiple-choice: ~30 questions
Free-response: 3 questions
- Concept Application
- Quantitative Analysis
- Argument Essay (partial)

UNIT 5 — Political Participation

~8–10 Class Periods **20–27%** AP Exam Weighting

PMI 1	5.1	Voting Rights and Models of Voting Behavior
	5.2	Voter Turnout
PMI 1	5.3	Political Parties
PMI 4	5.4	How and Why Political Parties Change and Adapt
PMI 3	5.5	Third-Party Politics
PMI 3	5.6	Interest Groups Influencing Policy Making
PMI 3	5.7	Groups Influencing Policy Outcomes
PRD 5	5.8	Electing a President
PRD 5	5.9	Congressional Elections
PRD 5	5.10	Modern Campaigns
PRD 2	5.11	Campaign Finance
PRD 5	5.12	The Media
PRD	5.13	Changing Media

Personal Progress Check 5
Multiple-choice: ~30 questions
Free-response: 3 questions
- Quantitative Analysis
- Argument Essay
- Argument Essay

Integrated Digital Experience

The Unit Guides are digitized in a new daily classroom tool: AP Classroom.

- **Unit** tabs for every unit include relevant resources aligned to the CED

- **Unit Guide** links provide easy access to instructional strategies and details

- **Topic** links provided details for every topic (if relevant to your course)

- **Skills** are color coded just like in the CED to help you spiral across units
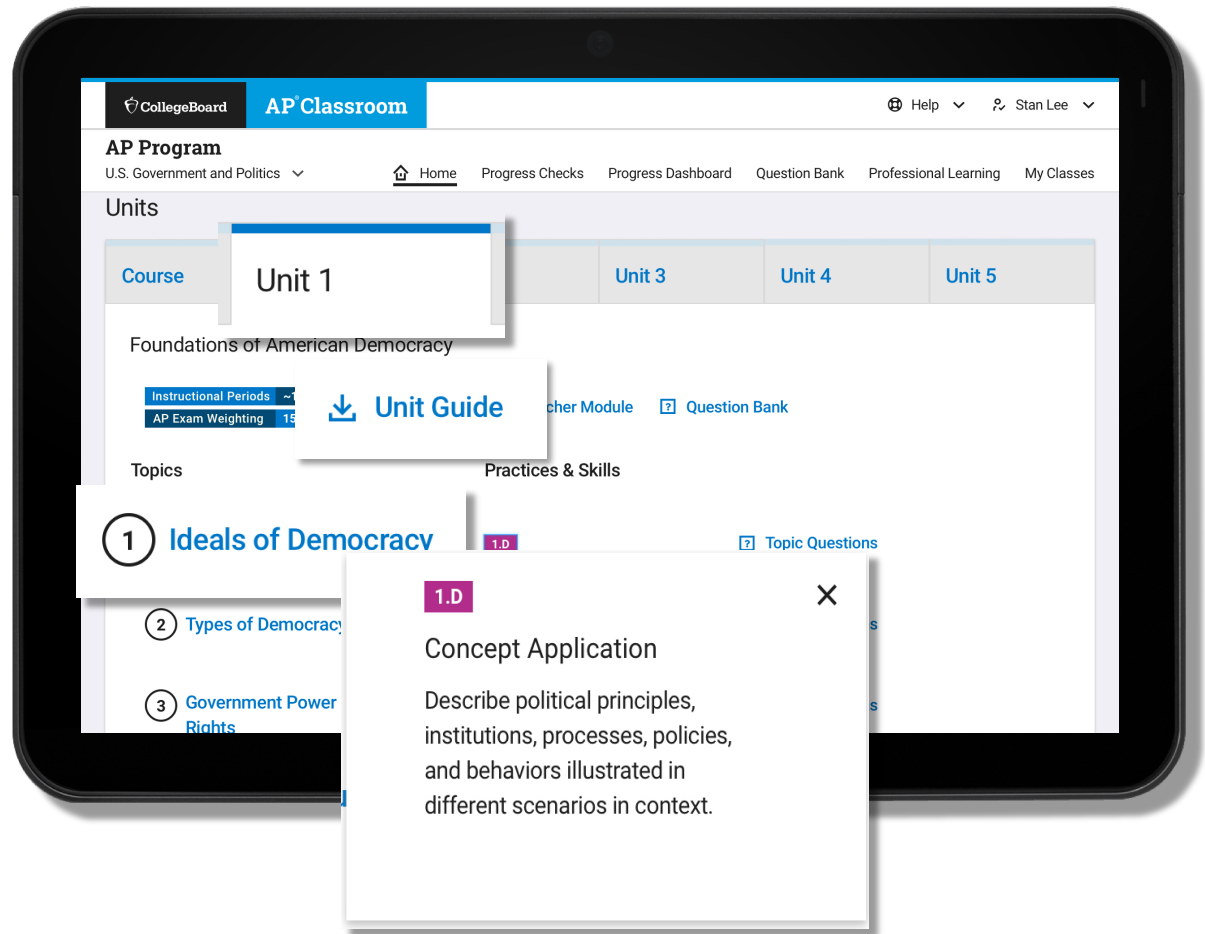
Personal Progress Checks
As students complete each unit,
assign for feedback on the areas for
additional focus or practice.

Question Analysis

Feedback for every formative AP question explains the correct answer and every incorrect answer to help students reflect and improve.

Which of the following is the best example of the core value of limited government?

A Interest groups lobbying the government to influence legislation on a particular issue. 5 👤

B The media covering a confirmation hearing for a potential Supreme Court justice. 3 👤

C Citizens voting to elect a new member of the United States Congress. 2 👤

D The United States Constitution delegating specific powers to Congress. ✓ 20 👤

Answer D

Correct. The United States Constitution's delegation of specific powers to Congress is sometimes viewed as an attempt to limit Congress to those general powers.

Related Content & Skills

Topic
4.1 [?] AP Questions

Skill
1.D [?] AP Questions

Related Questions on this Quiz

Question 1

Question 3

< Question Details
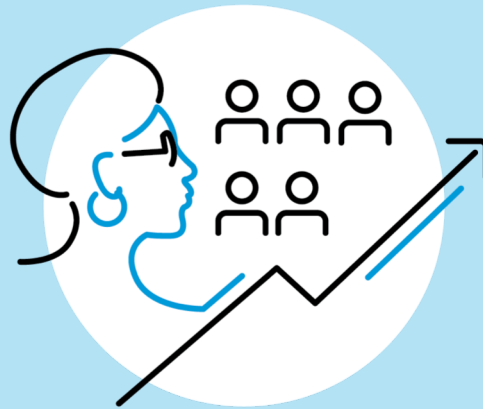
Progress Dashboard
Interactive reports highlight
student progress as they learn
critical concepts and skills.

Class Progress
Report by Skill

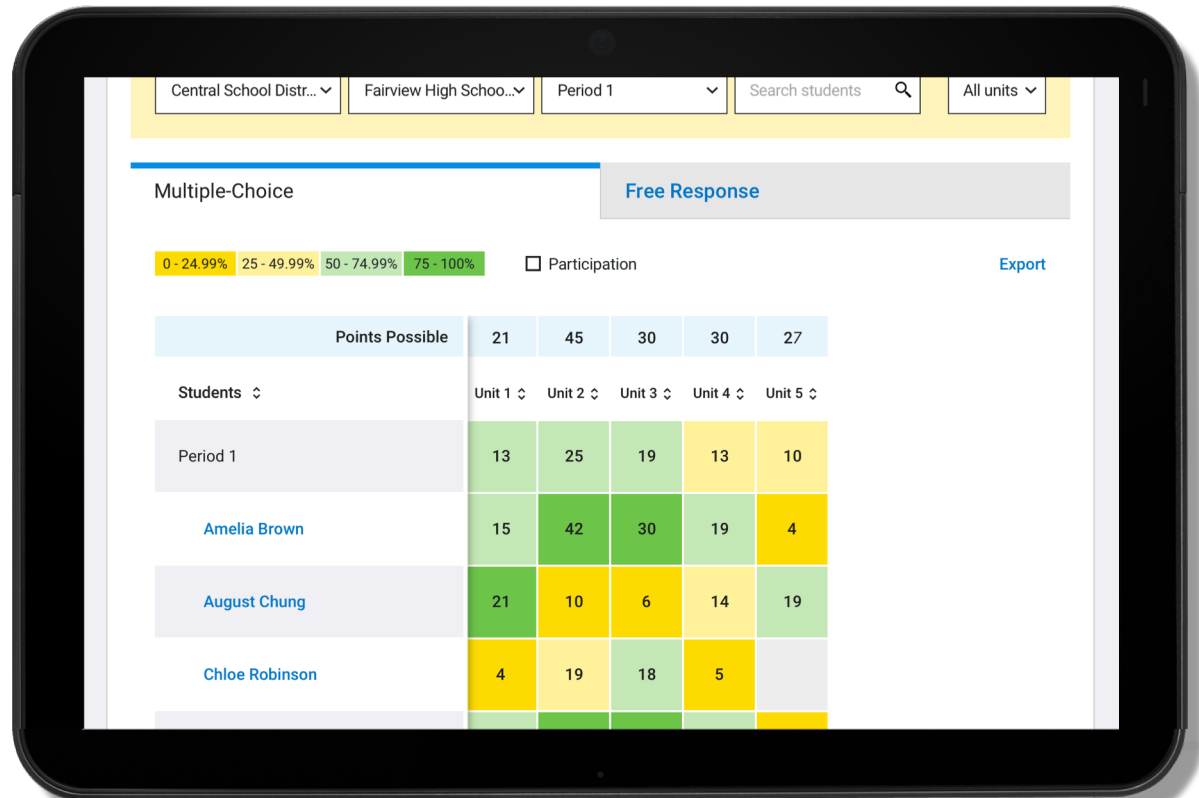Results display on a simple 25% scale:

- Dark yellow: 0 – 24.99%

- Light yellow: 25 – 49.99%

- Light green: 50 – 74.99%

- Dark green: 75 – 100%

As formative assessments, the score is not important but using the feedback is.
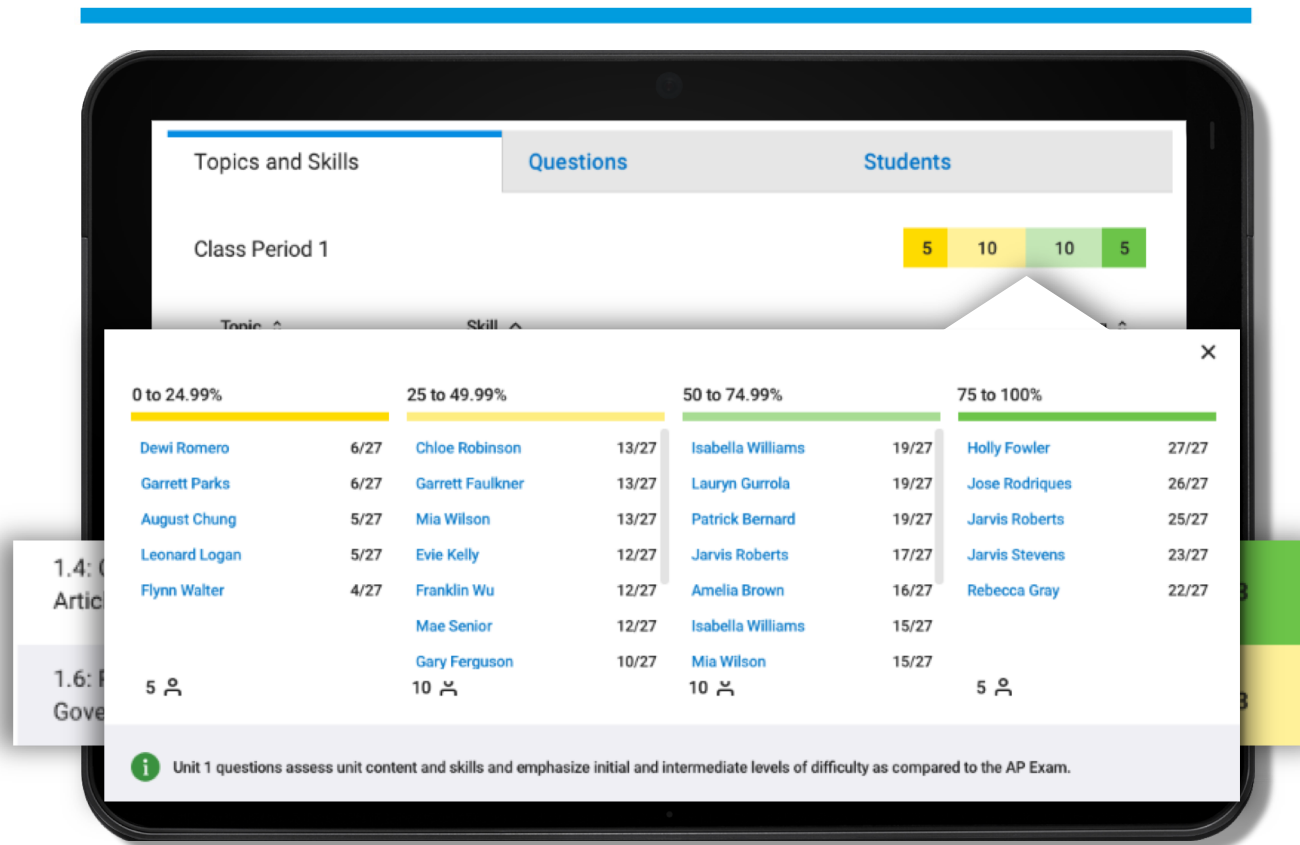
Progress Dashboard Preview

**View progress for every student and class across AP units and skills.**

AP Question Bank
Teachers access this library of real
AP questions to create customized tests
for students to take on paper or online.

AP Question Bank

Boosts student practice with every available AP question in one place.

- Indexed by content and skills

- Teachers can customize questions:
  - Create new questions
  - Edit existing questions
  - Identify already used questions (orange marker)
- Teachers can create custom quizzes:
  - Assign online or on paper
  - Unlock as in-class assignments
  - Schedule start/end dates and time to assign as homework
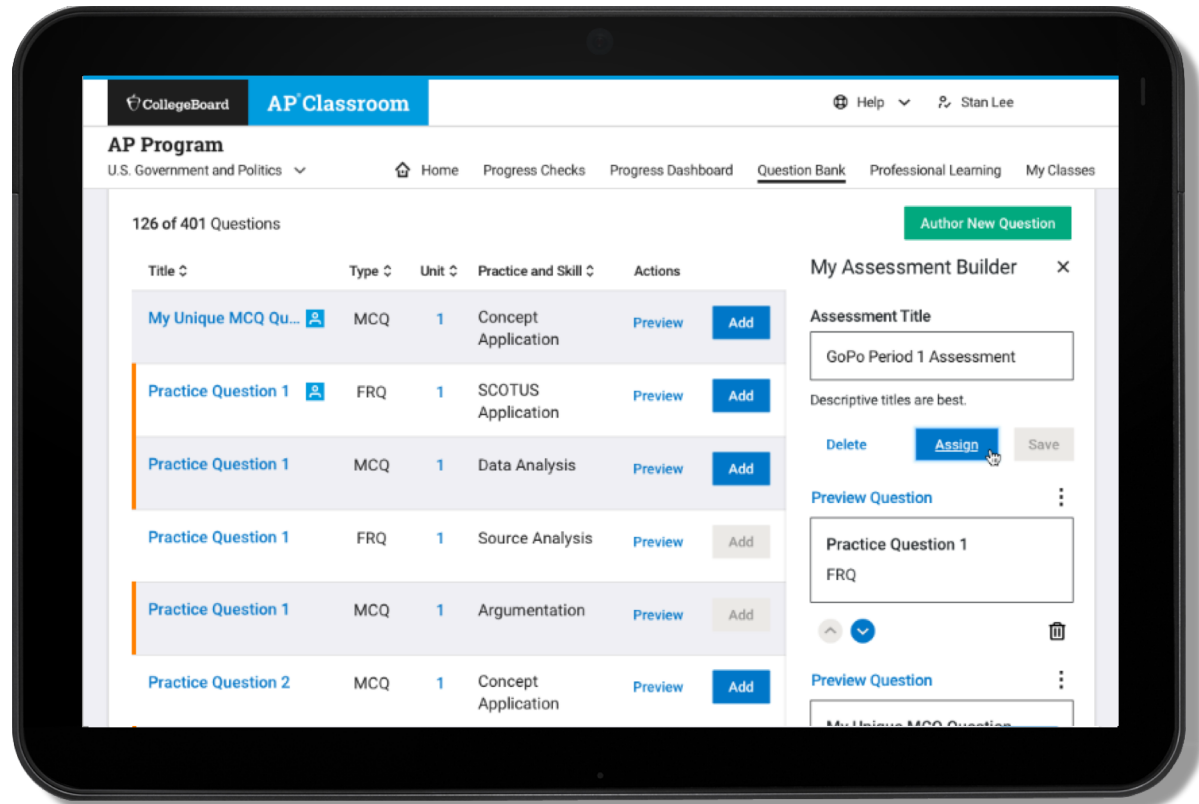
Readiness Checklist

✓ **Manage student enrollment**

- Student schedule change/drop/transfer and new enrollments

✓ **Collect and update exam information**

- Exam decision, fee reduction status, SSD, standard/late exam

✓ **Collect exam fees** (if applicable)

✓ **Submit your AP Exam order** (and any changes to your order) **by the ordering deadline**

- Preferred Ordering Deadline (Oct 4, 2019)
- Final Ordering Deadline (Nov 15, 2019 11:59 p.m. ET)

Resources

Access the System
Create Sections
Enroll Students
Order Exams

- [2019 – 2020 AP Coordinator Planning Calendar Sept./Oct. (pp. 12 – 13)](#)

- Professional Development Opportunities
    - OKSDE – [New Teacher Resources (12:30 – 3:30 PM)](#)
      September 26 in Ada
      October 1 in OKC
      October 7 in Stillwater
      October 28 in Tulsa

    - College Board – [Process Webinars](#)
      Session 1: Operational Overview for AP Coordinators (play recording ON-DEMAND)
      Session 2: Initial System Setup & Registration (Aug 1 - Sep 11: register below or play recording ON-DEMAND)
      Session 3: Preparing & Submitting the Exam Order (Sep 12 - Nov 12: register HERE)
      Session 4: Preparing for the Exams (early 2020)
      Session 5: Exam Day Supports/Post Administration (early 2020)

- Monthly Webinars/Newsletters

Contact Information

Must have the following information to escalate:

Date, Time, Representative Name, Representative Number, and Case/Incident Number

AP Services for Educators

877-274-6474 (toll free in the United States and Canada)
212-632-1781
610-290-8979 (fax)
Email: apexams@info.collegeboard.org

AP Services for Students

888-225-5427 (toll free in the United States and Canada)
212-632-1780
Email: apstudents@info.collegeboard.org

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

OKLAHOMA STATE DEPARTMENT OF
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Questions

Robbyn Glinsmann, M. Ed
Director of Gifted and Talented & AP
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 315
Oklahoma City, OK 73105
405.522.3522 (office)
405.615.7435 (mobile)

Shawna Nord, M.Ed
Academic Coordinator
Career Tech State Department of Education
1500 West Seventh Avenue
Stillwater, OK 74074-4398
405.743.5524 tel
shawna.nord@careertech.ok.gov

Arlene Williams
Director, State and District Partnerships
4330 Gaines Ranch Loop, Suite 200
Austin, TX 78735
512.721.1867 (office)
512.230.6380 (mobile)
awilliams@collegeboard.org

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