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
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
Update (as of 9/18/2019)

- 15,300 schools completed initial setup
- 320,000 class sections created
- 3,872,000 student enrollments
Thank You.

Oklahoma

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

## Course Schedule Options

<table>
<thead>
<tr>
<th>Class Sections</th>
<th>Ordering Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Standard full year</em> – class sections held for the whole school year OR held during the first semester only</td>
<td>November 15</td>
</tr>
<tr>
<td><em>Second semester</em> – class sections that begin after the November 15 final ordering deadline OR held during the second semester only</td>
<td>March 13</td>
</tr>
<tr>
<td><em>Exam Only</em> – for students taking an exam at your school and who are NOT taking a corresponding course at your school:</td>
<td>November 15</td>
</tr>
<tr>
<td>• Independent/self-study students at your school</td>
<td></td>
</tr>
<tr>
<td>• Students who attend another school</td>
<td></td>
</tr>
<tr>
<td>• Home schooled students</td>
<td></td>
</tr>
<tr>
<td>• Virtual schooled students</td>
<td></td>
</tr>
</tbody>
</table>

*AP Coordinator’s Manual – Part 1 Pages 61-64*
Exam Only Sections

- 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 (not by AP teachers).
- AP coordinators are responsible for sharing the Exam Only join code with interested students – teachers do not have access.
- Exam Only join codes should not be posted on a school website.
- Students enrolled in Exam Only sections
  - Generally do not 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

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- Students enrolled in Exam Only sections
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Best practice: consider collecting exam fees in advance of sharing an Exam Only join code.
Special Case: Students that Take an AP Class and Test at a Different School

<table>
<thead>
<tr>
<th>Centralized Testing</th>
<th>Teaching school</th>
<th>Testing school/site</th>
</tr>
</thead>
<tbody>
<tr>
<td>A district or school hosts centralized AP testing at a single school/site for multiple schools in the district.</td>
<td>• Create a Class Section to enroll students.</td>
<td>• Create an Exam Only Class Section to enroll students (Order Exam Status will be set to “Yes”)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Virtual School</th>
<th>Teaching school</th>
<th>Testing school/site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students take an AP course at a virtual school but test at a “brick and mortar” school.</td>
<td>• Set Order Exam Status to “No”.</td>
<td>—</td>
</tr>
</tbody>
</table>

Student must enter **two** join codes – at the teaching and testing school!
## Move/Drop/Transfer Student*

<table>
<thead>
<tr>
<th>Action</th>
<th>Coordinator Action</th>
<th>Student Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move Student</td>
<td>Select <strong>Change Section</strong> system action</td>
<td>N/A</td>
</tr>
<tr>
<td>Drop Student</td>
<td>Select <strong>Drop Student</strong> system action</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfer Student In</td>
<td>Share <strong>Transfer Code</strong> with student</td>
<td>Enroll in class section using <strong>Transfer Code</strong></td>
</tr>
</tbody>
</table>

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

- 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
## Order Exam Status

### AP Registration and Ordering

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Course Name</th>
<th>Exam Date</th>
<th>Order Exam?</th>
<th>AP Fee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailey, Anne</td>
<td>AP European History</td>
<td>Standard 5/06</td>
<td>Yes</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>AP Studio Art: 2-D Design Portfolio</td>
<td>See Submission</td>
<td>Yes</td>
<td>Actions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long, Erica</td>
<td>AP Calculus BC</td>
<td>Standard 5/05</td>
<td>Yes</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>AP European History</td>
<td>Standard 5/06</td>
<td>Yes</td>
<td>Standard</td>
</tr>
<tr>
<td>Sanchez, Lucielle</td>
<td>AP Art History</td>
<td>Standard 5/08</td>
<td>Yes</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>AP Computer Science Principles</td>
<td>Standard 5/15</td>
<td>Yes</td>
<td>Actions</td>
</tr>
<tr>
<td>Sherman, Johnny</td>
<td>AP Art History</td>
<td>Standard 5/08</td>
<td>Yes</td>
<td>Standards</td>
</tr>
<tr>
<td></td>
<td>AP Calculus AB</td>
<td>Standard 5/05</td>
<td>Yes</td>
<td>Actions</td>
</tr>
<tr>
<td></td>
<td>AP Computer Science Principles</td>
<td>Standard 5/15</td>
<td>Yes</td>
<td>Actions</td>
</tr>
</tbody>
</table>
Collecting Exam Fees

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

AP Coordinator’s Manual – Part 1
Pages 111-119
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)
Fee Reductions

- 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 Standard to Reduced for all eligible students
- Changing one exam for a student changes the fee status for all exams the student is taking
- Include in initial exam order if possible (can update through April 30, 2020)
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

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 not 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

- 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
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
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.
Progress Dashboard
Interactive reports highlight student progress as they learn critical concepts and skills.
Class Progress Report by Skill

Teachers can easily compare any topics paired with the same skill.

Results displayed by 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

- 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
Questions

Next webinar:
October 15, 2019 11:00AM

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Thank you