



AP[®] Program Guide 2016-17

Important Changes for 2016-17

Exam Fees for 2017

The fee is now \$93 per exam in the United States, U.S. territories, and Canada. The fee is now \$123 per exam at schools outside the U.S., U.S. territories, and Canada (with the exception of DoDDS schools). The per-exam rebate that schools can retain to offset exam administration costs remains \$9. The exam fee varies for College Board–authorized testing centers outside the United States. The fee for AP Capstone exams is now \$141 per exam.

Service Enhancements

Digital Recording and Online Submission of Audio Responses

Beginning with the May 2017 AP Music Theory and World Language and Culture Exams (French, German, Italian, and Spanish), students' audio responses must be recorded digitally and submitted online via the Digital Audio Submission portal. Cassette recorders may no longer be used. Student-response cassette tapes and CDs may no longer be submitted for these exams. Note: CD players are still needed to play master CDs for these exams.

Course and Exam Changes

Visit AP Central[®] (apcentral.collegeboard.org) for important information and resources for new and updated courses.

Computer Science Principles

This fall, the AP Computer Science Principles course will launch, introducing students to the foundational concepts of computer science and challenging them to explore how computing and technology can impact the world. With a unique focus on creative problem solving and real-world applications, this course prepares students for college and career.

Seminar

In response to analysis of AP Seminar's 2015 assessment data, combined with teacher feedback, we are making changes to the AP Seminar assessment for the 2016-17 school year. These changes are detailed in the new *AP Seminar Course and Exam Description* (effective fall 2016).

Calculus AB and Calculus BC

The updated courses are defined in a new curriculum framework that ties course content and mathematical practices to clearly stated learning objectives, giving teachers greater transparency into course and exam expectations. The framework follows an Understanding by Design[®] model and presents the subject matter of the updated courses in a table format, organized around big ideas, enduring understandings, learning objectives, and essential knowledge statements.

World History

The revised course expands and builds upon the comprehensive changes to the course and exam teachers implemented in the 2011-12 school year. The revisions further strengthen AP World History's focus on mastering essential concepts and developing historical thinking skills.

AP[®] Courses and Exams

- ▶ Art History
- ▶ Biology
- ▶ Calculus AB
- ▶ Calculus BC
- ▶ Chemistry
- ▶ Chinese Language and Culture
- ▶ Comparative Government and Politics
- ▶ Computer Science A
- ▶ Computer Science Principles
- ▶ English Language and Composition
- ▶ English Literature and Composition
- ▶ Environmental Science
- ▶ European History
- ▶ French Language and Culture
- ▶ German Language and Culture
- ▶ Human Geography
- ▶ Italian Language and Culture
- ▶ Japanese Language and Culture
- ▶ Latin
- ▶ Macroeconomics
- ▶ Microeconomics
- ▶ Music Theory
- ▶ Physics 1: Algebra-Based
- ▶ Physics 2: Algebra-Based
- ▶ Physics C: Electricity and Magnetism
- ▶ Physics C: Mechanics
- ▶ Psychology
- ▶ Research
- ▶ Seminar
- ▶ Spanish Language and Culture
- ▶ Spanish Literature and Culture
- ▶ Statistics
- ▶ Studio Art: 2-D Design
- ▶ Studio Art: 3-D Design
- ▶ Studio Art: Drawing
- ▶ United States Government and Politics
- ▶ United States History
- ▶ World History

Please note:

- ▶ 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 the College Board is not permitted under any circumstances.
- ▶ Coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same 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.
- ▶ Only students who attend a school that has been accepted into the AP Capstone program can enroll in AP Seminar or AP Research and submit performance tasks and/or take the AP Seminar End-of-Course Exam. For a list of AP Capstone schools, visit www.collegeboard.org/apcapstone.
- ▶ Only students who have completed the AP Computer Science Principles through-course assessment may take the End-of-Course Exam.

About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT[®] and the Advanced Placement Program[®]. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit www.collegeboard.org.

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What Is the AP® Program?

With AP®, students can take college-level course work in high school. When students take AP courses, they demonstrate to college admission officers that they have sought out an educational experience that will prepare them for success in college and beyond.

Resourceful and dedicated AP teachers work with their students to develop and apply the skills, abilities, and content knowledge they will need later in college. Each of AP's 38 courses is modeled upon a comparable college course. College and university faculty play a vital role in ensuring that AP courses align with college-level standards.

Each AP course concludes with a college-level exam developed and scored by college and university faculty members as well as experienced AP teachers. AP Exams are an essential part of the AP experience, enabling students to apply the new critical thinking skills they have learned in a comprehensive exam. Most two- and four-year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores for credit, advanced placement, or both.

Performing well on an AP Exam means more than just the successful completion of a course. Research consistently shows that students who score a 3 or higher typically earn higher GPAs in college and have higher graduation rates.

Visit the College Board's website for more information:

- ▶ Information about AP courses and exams:
apcentral.collegeboard.org/coursehomepages
- ▶ Information about upcoming changes to AP courses and exams:
advancesinap.collegeboard.org
- ▶ Curricular and resource requirements for AP courses:
www.collegeboard.org/apcourseaudit
- ▶ College and university AP credit and placement policies:
www.collegeboard.org/ap/creditpolicy
- ▶ Administering AP Exams:
www.collegeboard.org/ap/testing
- ▶ Universities outside the United States that recognize AP:
www.collegeboard.org/apintl

The AP Year: An Overview

August 2016

- ▶ Announcements of upcoming AP workshops for professional development are mailed to schools.
- ▶ Principals or designated school administrators should access their AP Course Audit accounts to renew previously authorized courses for the new school year. All AP Computer Science Principles and AP Research teachers must submit a new course syllabus for authorization during the 2016-17 academic year. AP Calculus AB, Calculus BC, and World History teachers must visit the AP Course Audit website to confirm their awareness and understanding of the updated curricular requirements. New teachers of AP courses should be encouraged to participate in the AP Course Audit if they haven't already done so. For more information, visit www.collegeboard.org/apcourseaudit.
- ▶ 2016 AP Scholar Award and AP International Diploma recipients are notified via email and may go online to view and print their award certificates.

September 2016

- ▶ Schools receive annual AP participation materials.
- ▶ *AP Studio Art Portfolio Requirements* are mailed to schools to the attention of the AP Studio Art teacher.
- ▶ **Sept. 15** — Deadline for ordering free-response booklets from the 2016 AP Exam administration.

October 2016

- ▶ **Oct. 1** — Deadline for AP Seminar and AP Research teachers to complete the AP Course Audit form and submit course syllabi. Designated administrators must approve Course Audit forms prior to this date.
- ▶ Schools complete the annual AP participation materials and designate their AP Coordinators.
- ▶ Mailing of 2016 AP Exam free-response booklets begins to schools that have ordered them.
- ▶ **Oct. 15** — Preferred date by which administrators should renew previously authorized courses for the 2016-17 school year.
- ▶ **Oct. 31** — Deadline for students to request the Multiple-Choice Rescore Service for the 2016 AP Exam administration.

November 2016

- ▶ AP Course Ledger of authorized 2016-17 AP courses is available at www.collegeboard.org/apcourseledger.
- ▶ 2016 U.S. State and National Summary Reports and the Canadian Summary Report are posted on research.collegeboard.org/programs/ap/data.
- ▶ Rebate checks are mailed to AP Coordinators administering at least 150 exams.
- ▶ **Nov. 15** — Deadline for schools to return the AP Participation Form and Survey.

December 2016

- ▶ The AP Program begins to mail the *AP Coordinator's Manual*, a supply of the *Bulletin for AP Students and Parents* (available in English and, by request, in Spanish or large type), and other information to schools that have submitted AP Participation Forms.
- ▶ Principals and AP Coordinators receive their AP Potential™ access codes, which are also available in the K12 score reporting portal.
- ▶ AP Potential becomes available this month at appotential.collegeboard.org.
- ▶ Identify students who may need to test with accommodations and start the request process well before the application deadline in February. Visit www.collegeboard.org/apssd for details.

January 2017

- ▶ AP Coordinators can begin ordering AP Exams online at www.collegeboard.org/school.
- ▶ **Mid to late January** — The AP Studio Art Digital Submission Web application becomes available. Visit apstudiodemo.collegeboard.org/ for details.
- ▶ **Jan. 31** — Deadline for initial AP Course Audit submissions, renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2016-17 courses.

February 2017

- ▶ Upcoming AP Summer Institutes for professional development are announced.
- ▶ **Feb. 15** — Postmark deadline for College Board AP Scholarships for Teachers grant applications. Visit www.collegeboard.org/apfellows for details.
- ▶ **Feb. 17** — Deadline for submitting requests for testing accommodations for students with disabilities.

The AP Year: An Overview

March 2017

- ▶ Schools may begin submitting AP Course Audit materials for new courses offered in 2017-18.
- ▶ AP Coordinators work with SSD Coordinators to ensure nonstandard test formats are ordered online.
- ▶ Deadlines to place orders for preadministration materials:
 - ◆ Orders placed by **March 8** will be delivered by March 31.
 - ◆ Orders placed **between March 9 and March 29** will be delivered by April 10.

April 2017

- ▶ AP Coordinators receive and check exam materials.
- ▶ Various exam ordering deadlines occur throughout April — See page 10 for details.
- ▶ **April 21** — Schools outside the United States, U.S. territories, and Canada receive shipments of regular exams no later than this date if exam orders were placed by April 7.
- ▶ **April 24** — Schools in the United States, U.S. territories, and Canada receive shipments of regular exams no later than this date if exam orders were placed by April 14.
- ▶ **April 30** — AP Capstone students must submit all final AP Seminar and AP Research performance tasks and those tasks must be scored by AP Seminar and AP Research teachers by this date.
- ▶ **April 30** — AP Computer Science Principles (AP CSP) performance tasks must be submitted by this date.

May 2017

- ▶ AP Exams are administered **May 1–5** and **May 8–12, 2017**. See the exam schedule on the back cover.
- ▶ Alternate exams are administered **May 17–19, 2017**. See the late-testing schedule on the back foldout panel.

June 2017

- ▶ AP Exams are scored.
- ▶ **June 1** — Deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.
- ▶ **June 15** — Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$225 fee.

- ▶ **June 15** — Deadline for AP Services to receive students' requests to: change college score report recipients, cancel scores, or withhold scores from the college indicated on their 2017 AP registration answer sheet.

Students may withhold or cancel scores at any time, but June 15 is the deadline before release of the 2017 AP score reports to the college indicated on their 2017 AP registration answer sheet.

July 2017

- ▶ AP score reports are available to designated colleges, students, high schools, and districts.
- ▶ Teachers of 2016-17 authorized AP courses and school administrators can access AP Instructional Planning Reports. These reports include subject-specific data on how students performed on the various topics within the AP Exams.
- ▶ **July 26–30** — AP Annual Conference 2017, Washington, DC

August 2017

- ▶ Announcements of upcoming AP workshops for professional development are mailed to schools.
- ▶ Principals or designated school administrators should access their AP Course Audit accounts to renew previously authorized courses for the new school year. New teachers of AP courses should be encouraged to participate in the AP Course Audit if they haven't already done so. For more information, visit www.collegeboard.org/apcourseaudit.

September 2017

- ▶ **Sept. 15, 2017** — Deadline for ordering free-response booklets from the 2017 AP Exam administration.

October 2017

- ▶ **Oct. 15, 2017** — Preferred date by which administrators should renew previously authorized courses for the 2017-18 school year.
- ▶ **Oct. 31, 2017** — Deadline for students to request the Multiple-Choice Rescore Service for the 2017 AP Exam administration.

Organizing Your AP Program

Obtain a College Board School Code

A school must have an active six-digit school code to order and administer exams and receive students' exam scores. Educational Testing Service® (ETS®) assigns these codes to schools that complete the High School Code Request Form and meet certain criteria.

Three College Board programs — AP, PSAT/NMSQT, and SAT® — share the same school codes; a school that has participated in any of these programs will already have a code. Schools can contact AP Services for Educators at 877-274-6474 to check whether they have an active code or to request a High School Code Request Form. Schools in Canada should call the College Board office in British Columbia at 800-667-4548. Schools outside the United States and Canada can contact International Services at international@collegeboard.org to request the International High School Code Request form.

Offer Authorized AP Courses

Schools wishing to use the “AP” designation on their courses must participate in the AP Course Audit. The AP Course Audit was created at the request of College Board members who sought a means for the College Board to provide teachers and administrators with clear guidelines on curricular and resource requirements for AP courses, and to help colleges and universities more clearly interpret secondary school courses marked “AP” on students' transcripts. For more information on the AP Course Audit, visit www.collegeboard.org/apcourseaudit.

Enroll AP Students

The 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. The College Board also believes that all students should have access to academically challenging course work 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 more information about building an equitable AP program, visit www.collegeboard.org/apequity.

Learn how AP Potential™ can help you identify potential AP students: appotential.collegeboard.org.

Designate an AP Coordinator

Each participating school designates an AP Coordinator who takes primary responsibility for organizing and administering that school's AP program. The AP Coordinator manages the receipt, distribution, administration, and return of AP Exam materials. The AP Coordinator may be a full- or part-time administrator, counselor, faculty member, or other school staff member who does not teach an AP course. The individual assigned as the additional authorized staff person must abide by the same policies and procedures as the AP Coordinator, as set forth in the *AP Coordinator's Manual*. Please be aware that a **conflict of interest may result in score cancellation**.

To avoid any perceived conflict of interest, the AP Coordinator **cannot**:

- ▶ Be the AP Coordinator in the year in which he or she is an AP teacher;
- ▶ Be the AP Coordinator in the year in which an immediate family or household member may be taking an AP Exam at the school where he or she works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest;
- ▶ Be employed part or full time at a test-preparation company;
- ▶ Participate in any coaching activity that addresses the content of secure College Board tests; or
- ▶ Proctor an AP Exam in a subject area in which he or she teaches or has taught. See the table "AP Subject Areas for Assigning Proctors" in the *AP Coordinator's Manual* for more information.

See pages 30–32 for resources and support available for AP Coordinators.

Complete the AP Participation Materials

In September, school principals receive AP participation materials. These materials include an AP Participation Form, a Participation Survey, and other information needed for the upcoming school year. Schools that do not receive participation materials by late October should contact AP Services. Participating schools must complete these materials annually and should submit them no later than Nov. 15. Signed by both the school's principal and the AP Coordinator, the AP Participation Form serves as an agreement by the school to follow all AP Exam administration policies outlined in the *AP Coordinator's Manual*. Completing this form does not obligate the school to administer AP Exams in May.

Ordering AP Exams

Exam Ordering Deadlines for 2017

SCHOOLS IN THE UNITED STATES, U.S. TERRITORIES, AND CANADA

Priority Deadline: Submit orders by this date to ensure timely processing and delivery.	March 24
Deadline for Ordering Preadministration Materials: Can be placed only with the initial exam order. Orders placed by March 8 will be delivered by March 31. Orders placed between March 9 and March 29 will be delivered by April 10.	March 29
Extension Deadline: Each order received after this date incurs a \$55 late fee (excluding alternate exam orders).	April 7
Final Deadline: No orders will be accepted after this date. Orders placed by April 14 will be delivered by April 24.	April 14
Deadline for Ordering Alternate Exams for Late Testing: Coordinators should call AP Services for Educators if an emergency occurs after these dates.	May 5 Canada and U.S. territories May 12 United States

SCHOOLS OUTSIDE THE UNITED STATES, U.S. TERRITORIES, AND CANADA

Priority Deadline: Submit orders by this date to ensure timely processing and delivery.	March 24
Extension Deadline: Each order received after this date incurs a \$55 late fee (excluding alternate exam orders).	March 31
Final Deadline: No orders will be accepted after this date. Orders placed by April 7 will be delivered by April 21.	April 7
Deadline for Ordering Alternate Exams for Late Testing: Coordinators should call AP Services for Educators if an emergency occurs after this date.	May 5

Order AP Exams

Coordinators must order all regularly scheduled and late-testing AP Exams online at www.collegeboard.org/school. Schools may also order Braille and 14- and 20-point large-type exams and large-block (enlarged) answer sheets online for students with approved testing accommodations. Instructions for ordering are emailed in January to the address provided on the school's AP Participation Form.

After an order is placed it cannot be decreased once it has been processed for shipment, which can be as early as 6 p.m. ET on the day the order is placed. (Note: Though AP Exam orders may be processed in January and February, fulfillment and shipping will not begin until March.) Schools are charged a \$15 fee for each unused exam. This fee is not assessed for an exam that is replaced by an alternate exam for late testing unless the alternate exam itself goes unused. Additional orders can be placed for no fee, as long as they are submitted before the extension deadline.

Note: Exam fees, unused exam fees, refund policies, and ordering deadlines vary at authorized test centers outside the United States.

Before placing an order, Coordinators should:

- ▶ Consult with AP teachers and students to determine the number of exams to order for each AP course.
- ▶ Check with the appropriate AP teachers to be sure the correct exams are ordered — AP Calculus, Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art each have more than one exam.
- ▶ Consult with your school's Services for Students with Disabilities Coordinator to ensure that you are ordering the appropriate materials for students approved to test with accommodations.
- ▶ Consider ordering preadministration materials with the initial exam order. A preadministration session, during which students complete the personal identification sections of their registration answer sheets for the regularly scheduled exams, will save students time on exam day.

Guidelines on Students' Choice of Exams

The AP Program does not require students to take an AP course before taking an AP Exam. Students may take as many AP Exams as they want, with the following qualifications:

- ▶ Students may not take both the AP Calculus AB and Calculus BC Exams within the same year.
- ▶ Students may not take AP Seminar or AP Research Exams without taking the respective AP courses.
- ▶ 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 one be withheld or canceled.

Ordering AP Exams

- ▶ If a student wants to take two exams scheduled at the same time, he or she must take an alternate form of one of the exams during the late-testing administration.
- ▶ A student may submit more than one AP Studio Art portfolio as long as not more than one of each type of portfolio is submitted. (For instance, a student may not submit two Drawing portfolios in the same year.) There must be no duplication of works among the portfolios, and portfolios cannot be combined. The AP Coordinator must order a separate exam and collect a separate fee for each type of portfolio.
- ▶ Only students who are enrolled in AP Seminar or AP Research can submit performance tasks and/or take the AP Seminar End-of-Course Exam.
- ▶ Only students who have completed the AP Computer Science Principles through-course assessments can take the CSP End-of-Course Exam. Students must submit a portfolio and take the End-of-Course Exam in order for their performance to be properly evaluated.

Order Exams for Students with Disabilities

In order to use accommodations on AP Exams, students must request and receive approval for accommodations from the College Board Services for Students with Disabilities (SSD). Nonstandard exam formats, such as Braille or large type, must be ordered by the AP Coordinator.

Students with documented disabilities who have not yet been approved for accommodations should work with the school's SSD Coordinator to apply for them well before the AP Exam administration. The SSD Coordinator requests and manages the accommodations online. Detailed information regarding SSD processes is available at www.collegeboard.org/ssd. Information about requesting accommodations online is available at www.collegeboard.org/ssdonline. AP-specific information is available at www.collegeboard.org/apssd.

In some cases, additional documentation will be requested for SSD's review. To ensure that documentation can be reviewed, and that nonstandard test materials can be ordered and received by the exam date, accommodation requests should be submitted by **Feb. 17**.

Coordinators are encouraged to request accommodations well before the established deadlines — as early as a student's first year of high school.

If a student was previously approved for accommodations by the College Board, he or she remains approved and does not need to submit a new request for accommodations. Although accommodations, once approved, are approved

for all College Board testing programs (AP, SAT, PSAT/NMSQT, and PSAT 10), not all approved accommodations are relevant for all tests (e.g., “extended time for math only” would not apply to an AP United States History Exam).

Detailed information about making changes to accommodations, approving the transfer of accommodations for students moving from other schools, and other issues concerning students with disabilities can be found at www.collegeboard.org/ssd.

SSD Coordinators can view a list of all students in their school who are approved for accommodations, such as extended time, Braille and 14- or 20-point large-type exams, and large-block (enlarged) answer sheets, at any time on SSD Online, and they should work with the AP Coordinator to order nonstandard format exams.

- ▶ If a student's only approved accommodation is extended time, the AP Coordinator should order a regular-format exam.
- ▶ Because students with extended time and other accommodations test in separate rooms, make sure to order extra master CDs (e.g., listening, presentational writing, sight-singing, speaking) for world language and culture and AP Music Theory exams, if applicable.
- ▶ AP Coordinators should make sure to order AP Student Packs for all students, including those with disabilities, when placing the order online.

Order Exams for Home-Schooled Students and Students Whose Schools Do Not Offer AP

The AP Program encourages schools to assist home-schooled students and students whose schools do not offer AP because these students and their parents cannot order or administer AP Exams. These students can arrange to test at participating schools by following the steps below:

- ▶ Students should contact AP Services for Students at 888-225-5427 (toll free in the United States and Canada) or 212-632-1780 or email apstudents@info.collegeboard.org no later than **March 1** to get the names and telephone numbers of local AP Coordinators who may be willing to arrange testing for students outside the school or district.
- ▶ Contact the Coordinators identified by AP Services for Students no later than **March 15** to determine if one of them is able to arrange testing of students outside the school or district.
- ▶ Students should inform each Coordinator that they are trying to locate a school willing to administer exams to home-schooled students or students whose schools do not offer AP. Students should communicate which exams they plan to take and what testing accommodations (if applicable) will be needed.

Ordering AP Exams

Schools that agree to administer exams to these students should note the following:

- ▶ Coordinators are responsible for confirming the exams these students plan to take, ordering the necessary exam materials, and informing the students when and where to take the exams.
- ▶ Coordinators should collect and submit these students' exam fees along with the fees from the Coordinator's school.
- ▶ Coordinators may negotiate a higher exam fee with these students to recover additional proctoring or administration costs.
- ▶ Coordinators should remind these students to bring valid photo identification, which must be checked on exam day.
- ▶ Coordinators should provide the *Bulletin for AP Students and Parents* to these students so that they are aware of all of AP testing policies and procedures.
- ▶ Because these students will be using a different school code, their exam scores will not be included with the administering school's score reports.
- ▶ Any home-schooled student with documented disabilities must be approved for testing accommodations by the College Board. Complete information is available at www.collegeboard.org/ssd.

Order Alternate Exams for Late Testing

Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing, which may be administered only on the scheduled dates and at the scheduled times during the late-testing period; schools may not use regular exams during this testing window. See the back foldout panel for the 2017 late-testing schedule.

Coordinators must order alternate exams for late testing online. See page 10 for ordering deadlines. When the cause of late testing is beyond the control of the school and the students, there is no additional fee for using the alternate form of the exam. In other instances, an additional \$45 is charged for each exam to partially defray the additional development and scoring costs. Schools may be charged the \$45 per-exam fee for instances in which retesting is necessary because of testing irregularities or security violations. The complete list of circumstances for which the AP Program authorizes schools to conduct late testing is published in the *AP Coordinator's Manual*.

Collect Exam Fees

Coordinators are responsible for collecting exam fees from students. Checks and money orders should be made payable to the school administering the exam, not the College Board.

Exam Fees

The fee for each exam is \$93, with schools retaining a \$9 rebate per exam. The AP Capstone exam fee is \$141 per exam for AP Seminar and AP Research. See the Summary of Fees table on page 28 for 2017 international exam fees. The amount schools collect from students, however, may vary under certain circumstances:

- ▶ Schools may be charged an additional \$45 per exam for alternate exams administered during the late-testing period, depending on the reasons for late testing. Schools may ask students to pay part or all of this additional fee.
- ▶ Schools may negotiate a higher fee to recover proctoring and administration costs.
- ▶ College Board fee reductions and state and federal subsidies are available for students with financial need.

Fee Reductions

The College Board provides a \$31 fee reduction per exam for students with financial need. Schools are expected to forgo their \$9 rebate for these students, resulting in a cost of \$53 per exam.

Many states use federal and state funding to further reduce the exam fee for these students. The fee reductions available in each state can be found at collegeboard.org/apexamfeeassistance in the spring.

Rebates for AP Coordinators with Large AP Programs

To provide large-volume AP schools with additional support, the College Board will send rebates to them in November (to the attention of the AP Coordinator, payable to the school) for discretionary use in hiring temporary staff to assist with the AP Exam administration, providing an honorarium or professional development funds for AP Coordinators, or covering other expenses associated with managing an AP program. Because the complexity of an AP Coordinator's work varies directly with the number of exams administered, 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

Note that the amount of the rebate is determined by the number of exams given in the previous exam administration. Designated authorized test centers outside the United States, as well as schools that do not administer their own exams, will not receive this rebate.

Administering AP Exams

The following briefly describes key procedures related to the AP Exam administration in May. Details about all aspects of administering AP Exams are provided in the *AP Coordinator's Manual*, available at www.collegeboard.org/apcoordinator in November and sent to participating schools in December.

Check and Store Exam Materials

Exams are sent to the AP Coordinator and arrive at the school in mid to late April. Alternate exams for late testing will arrive in May. Within 24 hours of receiving the exam materials, the Coordinator must check the contents of the shipment. This procedure for receiving and checking exam materials must take place in a secure area with only authorized personnel present; the exam cartons must then be resealed, with your name signed across the tape extending onto the carton, and placed in secure, locked storage. If there is a discrepancy between the exams received and the exams ordered, the Coordinator should contact AP Services for Educators immediately. AP Studio Art portfolios are not secure exam materials and should be given to the AP Studio Art teacher after they have been inventoried. (See instructions for AP Studio Art in the *AP Coordinator's Manual*.) It is critical that schools administer the regular exams on the regularly scheduled exam dates and the alternate exams for late testing on the late-testing exam dates. A best practice is to keep the two sets of exam materials in separate storage areas.

If a school does not administer the exams on the specified dates at the specified times, scores for those exams will be canceled.

Preserve Exam Security

The AP Program must provide all students with an equal opportunity to demonstrate their knowledge and skills, but can guarantee reliable and valid assessment only when all students test under the same conditions, without prior knowledge of exam content. Therefore, the AP Program has implemented several policies designed to reduce potential security risks and maintain fairness. While the following are the key policies that help ensure the fairness and security of AP Exam administrations at all schools, Coordinators must follow the complete administration instructions and security procedures detailed in the *AP Coordinator's Manual* and in the *AP Exam Instructions* book.

Schools that knowingly or unknowingly violate these policies may not be permitted to administer AP Exams in the future and may be held responsible for any damages or losses the College Board and/or ETS incur in the event of a security breach. Any breach of exam security, however minor, must be reported to the Office of Testing Integrity. See the inside back cover for contact information.

Exam Schedules

Exams must be administered on the established schedule. See the back cover for the 2017 exam schedule. The exam administration may never begin (i.e., opening the shrinkwrap on AP Exams and CDs) before the official starting time and may begin only up to one hour after the official starting time on the specified day. However, proctors may allow students to enter the testing rooms before an exam's official start time to complete the personal identification portion of their answer sheets.

AP Exam materials include statements that prohibit students from disclosing and discussing exam content unless the content is posted on the College Board website after the exam administration. Multiple-choice exam content may never be discussed. Exam content consists of all material in the exam including, but not limited to, the exam questions and answer choices, document-based question (DBQ) documents, published sources, images and artworks, audio, and any other content in the exam booklet.

Discussion of Exam Content

No one, other than the students as they are taking the exam, is allowed access to the multiple-choice section at any time. This section is always kept secure because some content is reused for purposes of establishing exam reliability among forms over time. It is for this reason that students seal the multiple-choice booklets at the end of the administration and are not permitted to share information about the exam content with anyone (including their AP teachers) after the exam is over. The entire multiple-choice section must never be shared, copied, or reconstructed by students or teachers after the exam.

Students and educators may discuss **only** the specific free-response content that is released on the College Board website two days after the exam administration (a subset of students will receive exam forms or content that will not be released on the College Board website). Discussion of the exam content may not begin until that time. If the free-response content in the exam is not released, it may never be discussed. The free-response section of the alternate form of the exam used for late testing is not released and may never be discussed or shared in any way. For most exams, the free-response content appears in the Section II exam booklet, which must be returned to the AP Program. Free-response content for some exams (e.g., AP English Language and Composition) appears in an additional orange Section II booklet, which must also be returned to the AP Program. Free-response content must never be photocopied by students or teachers after the exam.

Administering AP Exams

Access to Exams

AP teachers may not serve as AP Coordinators, proctors, readers, or scribes at an exam in their subject area.

Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test-preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors, or administrators) must not take, or review the content of, an AP Exam.

Making photocopies of any portion of any exam is strictly prohibited. No one, except the students as they take the exam, should see the exam content.

AP Exam materials (with the exception of AP Studio Art portfolios and Setup CDs for AP Chinese and Japanese) must always be kept in locked storage (not accessible to students or teachers) before and after the exam administration. **Before dismissing students, the proctor must account for all exam booklets, answer sheets, and master CDs. All students must be dismissed from the testing room at the same time.** However, for exams that use special equipment and may require multiple groups of students to record speaking responses at different times, those students may be dismissed when their group completes the last section of the exam. These exams include AP French, German, Italian, and Spanish Language and Culture. AP Music Theory students may be dismissed individually after they complete their sight-singing performances.

Either the AP Coordinator or a designated proctor must be present at all times in every room in which AP Exams are being administered. No one, other than those testing, should be in the room before, during, or immediately following the exam. All secure exam materials (including used and unused exam booklets and master CDs) must be returned to the AP Program.

Exam Room

Prohibited in the exam room: Electronic equipment (cell phone, smartphone, smartwatch, laptop, tablet computer, etc.), portable listening or recording* devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication devices. A student observed with any of these devices during testing or breaks may be dismissed from the exam room, and the device may be confiscated.

Refer to the *AP Coordinator's Manual* for a complete list of what students should not bring to the exam room.

*For AP Music Theory (sight-singing) and World Language and Culture (speaking) Exams administration, a school-owned handheld digital recorder may be used to record students' audio responses.

Choose Proctors

The following proctor eligibility criteria are designed to help schools avoid any real or perceived conflict of interest. Please be aware that **a conflict of interest may result in score cancellation**. Only the AP Coordinator and any designated proctors may handle secure exam materials before and following the AP Exam administration. Proctors must be responsible adults; they may not be high school students. Proctors may be educational professionals, substitute teachers, or members of the administrative staff. Teachers, AP or other, may only serve as proctors for exams in a subject area other than the one in which they teach. **Retired teachers may serve as proctors for exams in a subject area other than those in which they have taught.** For example, a ninth-grade English teacher or a retired English teacher may not proctor the AP English Literature and Composition Exam but could proctor the AP Biology Exam. The only exception to this policy is AP Studio Art — the AP Studio Art teacher should be present when 2-D Design and Drawing students assemble the Selected Works (Quality) sections of their portfolios, which consist of five actual artworks. Refer to the *AP Coordinator's Manual* for the complete proctor eligibility criteria, including a breakdown of AP subject areas.

To avoid a conflict of interest, proctors must not:

- ▶ Be employed part or full time at a test preparation company;
- ▶ Participate in any coaching activity that addresses the content of secure College Board tests;
- ▶ Take any AP Exam or review in any manner the content of the exam; or
- ▶ Proctor an AP Exam or handle materials for an exam in the year in which an immediate family or household member may be taking that exam. This is the case whether the immediate family or household member is at the school where the proctor works or at any other school.

See the “Preparing Proctors” section of the *AP Coordinator's Manual* for more information.

Select Testing Sites and Testing Rooms

Most AP Exams are given in a school's classrooms, library, gym, or cafeteria. The rooms chosen for administering AP Exams should provide the best possible conditions for a student's performance and exam security. Disruptive events, such as fire drills, should be scheduled for another time. A clock should be clearly visible to all students. Coordinators should review the room setup prior to exam day to confirm that all desks and tables have been set up in compliance with the seating requirements.

Administering AP Exams

Off-Site Testing

Community facilities may also be used if the rooms are appropriate in size and configuration and all security procedures can be followed. Some schools prefer testing in community centers, church halls, hotels, public libraries, or local colleges to avoid disruptions. Each subject exam must be administered in its entirety at one location only.

If schools are testing students off-site, AP Coordinators must arrange for secure transport and storage of test materials. Coordinators or proctors may not take the exams home, store them in their cars, or store them in off-site locations. Before exam day, Coordinators should confirm that all rooms are in compliance with seating requirements.

Multischool Exam Centers

Schools near one another may administer AP Exams at a single location by forming a multischool exam center. Principals of the participating schools designate a single AP Coordinator on their schools' individual AP Participation Forms. This Coordinator is responsible for ordering all exams for these schools. Schools that order exams individually but test collectively run the risk of needing to retest students. All exam materials must be placed in secure storage at the designated Coordinator's school until exam day and must not be distributed to multiple locations. A multischool center may administer its exams at more than one location; however, **each subject exam must be administered in its entirety at one location only.**

Obtain Special Equipment

Some exams require special equipment. Detailed information about these requirements can be found in the *AP Coordinator's Manual* and/or the *AP Exam Instructions* book.

Please note that:

- ▶ The AP Music Theory Exam and AP French, German, Italian, and Spanish Language and Culture Exams require compact disc players and digital recording equipment. Schools may choose to record student audio responses on a computer (may be in a language or computer lab) or using handheld digital recording devices. Recording on cassettes or microcassettes is not permitted. Additionally, submission of student responses on CD is no longer an option. Schools must use the Digital Audio Submission (DAS) portal to submit student audio responses.

Visit <https://apaudio.ets.org> or <http://bit.ly/apcapture> for more information.

- ▶ The AP Spanish Literature and Culture Exam requires a compact disc player. Recording equipment is not needed since there is no recording of audio responses for this exam.

- ▶ The AP Chinese Language and Culture and Japanese Language and Culture Exams are delivered on CD and have specific hardware and software requirements, including headphones. Refer to the *AP Coordinator's Manual* for details.
- ▶ The AP Biology, Calculus, Chemistry, Physics, and Statistics Exams allow the use of a calculator on all or selected portions of the exams. Visit www.collegeboard.org/ap/calculatorpolicy for details.
- ▶ The AP Studio Art Exam includes an online portfolio submission component. Students, teachers, and Coordinators must have access to a computer with an Internet connection in order to create and submit the digital sections of the AP Studio Art portfolio. A digital camera is also needed to capture digital images of students' artworks.

Return AP Exams

All secure AP Exam materials (exam booklets, the orange booklets included with some of the exams, exams on CD, and master CDs):

- ▶ Must be shipped before close of business the day following the school's last scheduled exam of a particular AP Exam administration period (i.e., regular or late). For example, a school that administers its last regularly scheduled exam on a Friday must return its exams on the following Monday;
- ▶ Should be returned in one shipment, except if a school has elected the split shipment option. Schools ordering more than 150 exams are encouraged to select the split shipment option when placing their initial order. This allows the return of all first-week AP Exam materials at the beginning of the second week of testing, rather than storing the exams for the entire two weeks. (Note that Braille and large-type exam materials are shipped to schools separately from the regular exam materials and should be returned separately. Also note that exams administered on the regularly scheduled exam dates should not be returned in the same shipment as exams administered on the late-testing dates.); and
- ▶ Must be packed in the special cartons in which they were received. Using other cartons may delay receipt or result in a damaged shipment causing lost exam materials.

The *AP Coordinator's Manual* provides detailed instructions for packing and returning all exam materials.

Pay for AP Exams

June 15 is the postmark deadline for AP Exam payments and invoices. To calculate their payment, AP Coordinators must go to the AP Exam Ordering website at www.collegeboard.org/school and follow the instructions for generating, printing, and returning their invoices with payment.

Overview of AP Exam Scores

Each AP Exam score is a weighted combination of the student's scores on the multiple-choice section and the free-response section. The final score is reported on a 5-point scale. Although colleges and universities are responsible for setting their own credit and placement policies, AP scores offer a recommendation on how qualified students are to receive college credit or placement:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

The AP Program periodically conducts studies to compare the performance of AP students with the performance of college students in parallel courses. For most AP subjects, results indicate that:

- ▶ AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course.
- ▶ AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college.
- ▶ AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.

AP Score Reporting

AP score reports are available in July to designated colleges, students, high schools, and districts. The reports are cumulative and include scores for all the AP Exams a student has ever taken, unless the student has requested that one or more scores be canceled or withheld from a college. Although most AP score reports are available in July, some reports take longer to process because of problems with identification information or the late arrival of materials from the testing location. Students whose score reports are not available by Sept. 1 should contact AP Services for Students.

Reports, Services, and Awards for Students

Students can view their AP scores online at [apscore.org](https://apcentral.collegeboard.org) beginning in early July. At that time they are able to view and send scores from the current year's and previous years' exams. On the first AP answer sheet students fill out, they can indicate a college or university to receive their score report at no cost. If students want to send a score report to a college at a later time, they can do so for a fee.

The following additional score reporting services and awards are available to students. See page 29 for applicable fees.

- ▶ **Score Withholding:** Students can withhold one or more scores from the college specified on their AP answer sheet or from any other college to which they want to send a score report.
- ▶ **Score Cancellation:** Students can delete a score permanently from their records.
- ▶ **Free-Response Booklets:** Students can request their free-response booklets from the 2017 exam administration. No comments, corrections, or scores are included. Booklets for exams whose free-response content is not released on the College Board website (e.g., late-testing exams) are not available.
- ▶ **Multiple-Choice Rescore Service:** Students can request to have their multiple-choice answer sheets rescored by hand.
- ▶ **AP Scholar Awards:** Each August through the AP Scholar Awards, the College Board recognizes high school students who have demonstrated exemplary college-level achievement on AP Exams. Students are able to view their awards online, and a roster of award recipients is provided online to their secondary schools and districts. For more information, visit www.collegeboard.org/ap scholar.
- ▶ **AP Capstone Diploma™ and AP Seminar and Research Certificate™:** Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing will receive the AP Capstone Diploma, further distinguishing them to colleges and universities. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate. For more information, visit www.collegeboard.org/ap capstone.
- ▶ **The AP International Diploma (APID)** is a globally recognized certificate that challenges students to display exceptional achievement across several disciplines. For more information regarding the APID, visit apcentral.collegeboard.org/apid (educators) or www.collegeboard.org/apid (students).

Students can find additional information on score reporting services and awards at www.collegeboard.org/ap students.

Reports and Services for Schools

Schools access their score reports online at scores.collegeboard.org. For more information about the reports and who has access to them, visit www.collegeboard.org/onlineapscores.

Score Reports Available Online

▶ **AP Instructional Planning Report**

Compares students' performance in the multiple-choice and free-response sections and on specific topics in each AP Exam to the performance of all students, helping teachers target areas for increased attention and focus in the curriculum.

▶ **Subject Score Roster**

Roster for each AP subject at your school, listing all students and their AP scores in that subject.

▶ **School Score Roster**

Cumulative roster listing all AP students at your school who tested during a specific administration and their AP scores.

▶ **School Scholar Roster**

Roster showing all AP students who earned an AP Scholar Award and their AP Exam scores.

▶ **Scholar Summary Report**

Shows the total number of students who earned an AP Scholar Award in your school by award type and their average scores.

▶ **Student Score Report**

Contains individual, cumulative reports for each AP student at your school, listing scores for each AP Exam taken by that student.

▶ **Student Datafile**

Downloadable file containing student score report data for each AP student who tested during a specific exam year. This information can be uploaded to other systems or used for internal analysis and planning. Instructions for formatting the files for MS Excel are available at www.collegeboard.org/apdatafile.

▶ **Current Year Score Summary**

Shows the total number of each AP score (1 to 5) for each AP subject offered at your school.

▶ **Five-Year School Score Summary**

Contains five years of data at the school, state, and global levels. Also provides subject-specific summaries of total exams, scores, and mean scores.

▶ **School Summary by Student Demographics**

Summarizes AP Exams at your school by students' grade level, race/ethnicity, gender, and fee-reduction status. Comparisons include number of exams, score, mean score, and standard deviation.

▶ **School Summary with Comparable Groups**

Compares AP Exams at your school to those of comparable groups (i.e., state, nation, global). Comparisons include number of exams, score, mean score, and standard deviation.

▶ **AP Equity and Excellence Report**

Displays the percentages of your school's entire 10th-, 11th-, and 12th-grade classes that scored a 3 or higher on at least one AP Exam and the percentage of the senior class that scored a 3 or higher on at least one AP Exam during high school.

▶ **College and University Totals**

Lists which colleges and universities received your students' AP scores.

Additional Score Reporting Services

In addition to the score reports available automatically online, schools can order score report labels and free-response booklets at www.collegeboard.org/school.

▶ **Score Labels**

Individual schools may order their students' scores on pressure-sensitive labels that attach to student records. Each label contains the student's name, Social Security number (if provided by the student) or birth date, the AP Exams taken, the years in which the exams were taken, and the scores received. The labels are sent in mid-July and cost \$100 per set.

Schools are responsible for maintaining student privacy and the confidentiality of AP scores. Only students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions; doing so may result in a violation of students' rights and expose schools to potential lawsuits. To avoid this possibility, the AP Program strongly suggests that schools institute one of the following procedures:

- ◆ Affix the AP score label to the back of the transcript and copy only the front of the transcript when sending it to colleges.
- ◆ Have students sign a release permitting the school to put the score report label on the front of the transcript. Keep the signed releases with students' files.

AP Scores

► Free-Response Booklets

Schools may request their students' free-response booklets (paper format). Schools that plan to make this request should note that their order includes the entire school's booklets minus those requested by students. Schools cannot limit their order to booklets for certain students or certain exams. No comments, corrections, or scores are included.

Free-response booklets are only available for exams whose free-response content is released on the College Board website two days after the exam administration.

The fee is based on the number of booklets received by the school:

- ♦ 1–20: \$60
- ♦ 21–50: \$120
- ♦ 51–100: \$180
- ♦ More than 100: \$300

Schools can order free-response booklets on the AP Exam Ordering website through Sept. 15. The booklets are sent to schools beginning in mid-October; schools should receive the booklets no later than mid-December.

Reports and Services for School Districts

School districts can access AP score reports online at scores.collegeboard.org.

Authorized district administrators have access to the following reports for the schools in their district: AP Instructional Planning Report, subject score roster, school score roster, district score roster, school scholar roster, scholar summary report — aggregated for districts, student score report, student datafile, current year score summary, five-year school score summary, school summary by student demographics, school summary with comparable groups, AP equity and excellence report, and college and university totals reports. See pages 24 and 25 for descriptions of these reports. Reports are available by individual school, aggregated for the district, or both.

In addition to these reports, districts have access to the following summary reports online:

- ▶ **District Summary by School**
Contains a summary of the total numbers and percentages of each AP score (1 to 5) by subject in your district, and total number of exams, by subject, given by each school in your district.
- ▶ **District Summary by Student Demographics**
Includes summaries of AP scores in your district by grade level, race/ethnicity, gender, and fee-reduction status. These summaries are also available by individual school, in the school summary by student demographics report.
- ▶ **District Summary with Comparable Groups**
Compares AP scores in your district to comparable groups overall (i.e., state, nation, global). Comparisons include mean score, standard deviation, and number of schools per exam. These summaries are also available by individual school, in the school summary with comparable groups report.

For more information, visit

www.collegeboard.org/apdistrictscores.

Summary of Fees

Exam Fees

School Participation	No fee
Exam Fee (per exam) (school retains \$9 rebate)	\$93
International Exam Fee* (per exam) (school retains \$9 rebate)	\$123
AP Capstone Exam Fee (per exam for AP Seminar and AP Research) (school retains \$9 rebate)	\$141

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***Applies to exams administered at schools outside of the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).**
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Fee for Exams administered at Authorized Test Centers Outside of the U.S. (per exam)	Varies
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Fee-Reduced Exams (per exam)	\$53
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Note: The College Board provides a \$31 fee reduction for each exam taken by eligible students with financial need. Schools are expected to forgo their \$9 rebate for these students. Many states use federal and state funding to further reduce the exam fee for these students. The fee reductions available in each state can be found at collegeboard.org/apexamfeeassistance in the spring.
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Alternate Exams for Late Testing

Reason: Emergency or circumstance beyond the control of the student and the school, conflict with other AP Exams, etc.	No late-testing fee
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Reason: School mistake, student conflict, etc. (additional fee per exam) (Students qualifying for the College Board fee reduction will not be charged the late-testing fee.)	\$45
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Unused Exams (per exam)	\$15
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Note: Exam fees, unused exam fees, refund policies, and ordering deadlines vary at authorized test centers outside the United States.
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Late Fees

Late Orders for each order received after extension deadline (excluding alternate exam orders)	\$55
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Late Exam Return for each exam in shipments received after June 1	Twice the exam fee
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Late Payment for payments postmarked after June 15	\$225
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Score Reporting Fees

Students

Online Score Report	No fee
Score Send (to college or university designated on registration answer sheet)	No fee
Additional Score Send–Standard Processing (per report)	\$15
Additional Score Send–Rush Processing (per report)	\$25
Free-Response Booklet (per booklet)	\$10
Multiple-Choice Rescore Service (per exam)	\$30
Score Withholding (per score, per college)	\$10
Score Cancellation	No fee

Information on score reporting services is available at www.collegeboard.org/apstudents.

Schools

Online Score Reports	No fee
Score Labels (per set)	\$100
Free-Response Booklets	
♦ 1–20 booklets	\$60
♦ 21–50 booklets	\$120
♦ 51–100 booklets	\$180
♦ More than 100 booklets	\$300

School Districts

Online Score Reports	No fee
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Colleges and Universities

Internet Delivery of Scores (but software is necessary)	No fee
Paper Delivery of Scores	No fee

Resources for AP Professionals

On the Web

College Board Website for Education Professionals

The College Board's website for education professionals (www.collegeboard.org/ap/testing) serves as the online home for AP Coordinators and school administrators.

AP Central®

AP Central® (apcentral.collegeboard.org) is the College Board's online home for AP teachers. The site is free for all users and features content written by AP teachers for AP teachers.

AP Credit Policy Information

Students can find colleges with AP credit policies online by visiting AP Credit Policy Info at www.collegeboard.org/ap/creditpolicy.

Share AP

Counselors can find resources to help them inform and inspire students considering AP courses and exams at www.collegeboard.org/shareap.

Online Score Reports

Schools and districts can access their students' AP scores online at scores.collegeboard.org.

SSD Online

Information about requesting testing accommodations for students with disabilities is available at www.collegeboard.org/ssd.

Coordinating AP Exams

To find all publications, templates, and resources for administering AP Exams, visit www.collegeboard.org/apcoordinator.

AP Coordinator Community

All AP Coordinators are encouraged to join the AP Coordinator Community, an online collaboration space moderated by a fellow AP Coordinator, where Coordinators can connect with colleagues, share resources, and discover and exchange ideas. Learn more at apcommunity.collegeboard.org/web/apcoordinators.

AP International University Recognition

More than 600 universities outside the United States, in more than 60 countries, recognize AP for credit, placement, and/or admission decisions. A full listing of these institutions, with their policies and current contact information, is available at www.collegeboard.org/apintl.

Professional Development Opportunities

AP Annual Conference

The AP Annual Conference is the largest gathering of the AP and Pre-AP® communities, AP Coordinators, school counselors, and administrators from across the United States and throughout the world. The 2017 conference will be held Wednesday, July 26, through Sunday, July 30, in Washington, DC. Visit apac.collegeboard.org for details.

Workshops and Summer Institutes for AP Teachers

The College Board offers AP professional development workshops throughout the academic year. Each workshop concentrates on the teaching of a specific AP subject, with the focus on instructional strategies and the management of an AP course.

AP Summer Institutes are intensive, subject-specific sessions held at colleges and universities, usually conducted over the course of a week. They provide in-depth preparation for teaching AP courses.

Visit apcentral.collegeboard.org/events for details. Information on opportunities outside the United States may be found at professionals.collegeboard.org/prof-dev/international.

New AP Capstone teachers must attend mandatory professional development before teaching AP Seminar and AP Research. For more information, visit www.collegeboard.org/apcapstonepd.

College Board Scholarships for Teachers

The College Board offers four scholarship programs that cover tuition costs (and, in some cases, travel expenses) for AP teachers to attend an AP Summer Institute. The \$1,000 AP Fellows scholarship is available to teachers in schools that serve traditionally underrepresented and/or low-income students. The \$1,500 AP Rural Fellows scholarship is available to teachers in rural schools that serve low-income students. The submission deadline for all scholarships is Feb. 15, 2017. For more information and to apply, visit www.collegeboard.org/apsischolarships.

Free AP Coordinator Workshops

New AP Coordinators are encouraged to attend free one-day workshops, held in each College Board region, that cover all aspects of the exam administration.

AP Coordinators can visit apcentral.collegeboard.org/events to register.

AP Coordinators can also visit www.collegeboard.org/apcoordinator tutorial for an online tutorial covering their responsibilities before, during, and after the AP Exam administration.

Resources for AP Professionals

Materials and Resources for AP Teachers

Course Audit

Teachers have access to the following resources available at www.collegeboard.org/apcourseaudit:

- ▶ Annotated sample syllabi
- ▶ Syllabus development guides
- ▶ Syllabus self-evaluation checklist
- ▶ List of example textbooks
- ▶ Practice exams (through AP Course Audit accounts)

AP Course Home Pages

Each AP subject has a Course Home Page (apcentral.collegeboard.org/coursehomepages), which features up-to-date information on the course and exam, such as an official course description and released exams. In addition, there are articles and reviews of materials written by AP teachers.

Upcoming Changes to AP Courses

Information and resources about courses and exams undergoing updates are available on the Advances in AP website at advancesinap.collegeboard.org.

For information about the updated AP Calculus AB and AP Calculus BC and revised AP World History courses (which launch in fall 2016), visit their Course Home Pages on AP Central (apcentral.collegeboard.org/coursehomepages).

New AP Course

AP Computer Science Principles launches in fall 2016.

Learn more at collegeboard.org/apcsp.

AP Teacher Communities

An online collaboration space, moderated by fellow educators, where AP teachers can connect with colleagues, share classroom-ready materials, and discover and exchange ideas.

Learn more at apcommunity.collegeboard.org.

College Board Store

Science lab manuals, *AP Vertical Teams® Guides*, released exams, and other publications are available for purchase at the College Board Store at store.collegeboard.org.

Contacts

AP Services for Educators

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

Courier Only:
1425 Lower Ferry Road
Ewing, NJ 08618-1414

877-274-6474 (toll free in the United States and Canada)
212-632-1781

610-290-8979 (fax)

Email: apexams@info.collegeboard.org

Email: apexams-intl@info.collegeboard.org (for educators outside the United States)

Call Center Hours

M–F, 8 a.m. to 7 p.m. ET

April 17 to May 19, 2017, M–F, 7 a.m. to 9 p.m. ET

Office of Testing Integrity

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

609-406-5427

609-406-5441

609-406-9709 (fax)

Email: tsreturns@ets.org

College Board Services for Students with Disabilities

P.O. Box 6226
Princeton, NJ 08541-6226

844-255-7728 (for school staff in the United States and Canada)

212-713-8333 (for all students and parents; and for school staff outside the United States and Canada)

609-882-4118 (TTY)

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)

AP Course Audit

877-APHELP-0 (toll free in the United States and Canada)
541-246-2500

International Services

250 Vesey Street
New York, NY 10281

Email: international@collegeboard.org (for educators outside the United States and Canada with inquiries not related to exam ordering and administration)

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250-472-8655 (fax)

Email: gewonus@collegeboard.org (for educators in Canada with inquiries not related to exam ordering and administration)

For more College Board contacts, including regional offices, visit www.collegeboard.org/contact-us.

Important Deadlines

Sept. 15	Deadline for ordering free-response booklets from the 2016 AP Exam administration.
Oct. 31	Deadline for students to request Multiple-Choice Rescore Service for the 2016 AP Exam administration.
Nov. 15	Deadline for schools to return the 2016-17 AP Participation Form and Participation Survey.
Jan. 31	Deadline for initial AP Course Audit submissions, renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2016-17 courses.
Feb. 17	Deadline for submitting requests for testing accommodations for students with disabilities.
March	Schools may begin submitting AP Course Audit materials for new courses offered in 2017-18.
March – May	Exam ordering deadlines. See page 10.
June 1	Deadline for AP Services to receive all exam materials.
June 15	Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$225 fee. Deadline for AP Services to receive students' requests to change college score report recipients and to withhold or cancel scores for the college indicated on their 2017 AP registration answer sheet.

2017 Late-Testing Schedule

	Morning 8 a.m.	Afternoon 12 p.m.	Afternoon 2 p.m.
Wednesday, May 17	Latin Macro-economics Music Theory Statistics United States Government and Politics United States History	Comparative Government and Politics English Language and Composition Environmental Science French Language and Culture Japanese Language and Culture Microeconomics	
Thursday, May 18	Calculus AB Calculus BC Computer Science A Human Geography World History	Art History Chemistry European History Physics 1: Algebra-Based Spanish Language and Culture	
Friday, May 19	Chinese Language and Culture English Literature and Composition Italian Language and Culture Physics 2: Algebra-Based Psychology	Biology Computer Science Principles German Language and Culture Physics C: Mechanics Seminar Spanish Literature and Culture	Physics C: Electricity and Magnetism

2017 AP[®] Exam Schedule

Week 1

	Morning 8 a.m.	Afternoon 12:00 p.m.
Monday, May 1	Chemistry Environmental Science	Psychology
Tuesday, May 2	Computer Science A Spanish Language and Culture	Art History Physics 1: Algebra-Based
Wednesday, May 3	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
Thursday, May 4	United States Government and Politics	Chinese Language and Culture Seminar*
Friday, May 5	German Language and Culture United States History	Computer Science Principles*
<p>Studio Art — Last day for Coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.</p> <p>*Note: Please see page 6 for AP Capstone and AP CSP submission deadlines.</p>		

Week 2

	Morning 8 a.m.	Afternoon 12:00 p.m.	Afternoon 2 p.m.
Monday, May 8	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 9	Calculus AB Calculus BC	French Language and Culture Spanish Literature and Culture	
Wednesday, May 10	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 11	Comparative Government and Politics World History	Statistics	
Friday, May 12	Human Geography Microeconomics	European History Latin	

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