

2007-08 AP Coordinator Planning Calendar

The following calendar was designed by AP Coordinators to help others plan their schools' AP Exam administrations.

September

- ❑ **Deadline 9/15:** Last day for schools to order the 2007 free-response booklets.
- ❑ Schools receive the 2007-08 AP participation materials to complete.
- ❑ Schools receive the 2007 *AP Instructional Planning Report*.
- ❑ Schools receive updated AP Student Rosters and AP Scholar Rosters (where applicable).
- ❑ Hold discussions with teachers and departments to help build consensus on how to prepare students for the course and exam.
- ❑ Schedule an AP information session for students and parents.
- ❑ Distribute the 2008 AP Exam schedule to teachers and administrators.
- ❑ Confirm that the 2008 AP administration dates are noted on the school calendar.
- ❑ Order a large (4 in.) three-ring binder for organizing notes and forms for the AP administration.
- ❑ Visit apcentral.collegeboard.com/ coordinators for updated information and resources.
- ❑ Register for a free AP Coordinator Workshop through AP Central.

- ❑ Join the Electronic Discussion Group (EDG) for AP Coordinators through AP Central.

October

- ❑ Meet with the SSD Coordinator to discuss the eligibility process and College Board–approved AP students.
- ❑ 2007 AP school rebates, addressed to the AP Coordinator, are received at large-volume schools.
- ❑ Studio Art teachers receive 2007-08 AP Studio Art posters.

November

- ❑ **Deadline 11/15:** AP participation materials are due: Participation Form and AP Survey. (Don't forget to indicate how many copies of the *Bulletin for AP Students and Parents* you'll need.)
- ❑ Compile an initial list of AP Exams that the school intends to administer.
- ❑ Estimate the probable numbers of test-takers. Consider exams for homeschooled students and students from other schools.
- ❑ Outline your school's procedures and schedule the student registration process for ordering exams.
- ❑ Determine how the fees will be collected. If the school requires a deposit for each exam ordered (e.g., \$13 to cover the unused exam fee), collect it.
- ❑ Check the school schedule for possible conflicts with the AP Exam administration (academic and/or athletic).
- ❑ 2007-08 AP Course Audit ledger is posted online.

December

- ❑ AP Potential becomes available: appotential.collegeboard.com.
- ❑ Schools that returned their participation materials will receive copies of the *Bulletin for AP Students and Parents*, Late-Testing Policy, Fee Reduction Policy, and *AP Coordinator's Manual*.
- ❑ Carefully read the *AP Coordinator's Manual*, making note of AP Program changes and items that will need any follow-up.
- ❑ Access codes for AP Potential™ are included with the PSAT/NMSQT® score rosters.
- ❑ Create a master schedule for scheduling exams, testing rooms and locations, proctors, equipment, etc. (Visit apcentral.collegeboard.com/coordinators for a template.)
- ❑ Determine if there is a need for offsite testing. If so, begin negotiations for securing facilities away from the school.
- ❑ Create a spreadsheet for tracking exam registrations and fees. (Visit apcentral.collegeboard.com/coordinators for a template.)
- ❑ Distribute the *Bulletin for AP Students and Parents* to all AP students and encourage them to read it, as students agree to the terms therein on exam day.
- ❑ Identify and generate a list of students who may be eligible for College Board fee reductions.

January

- ❑ Access codes for online ordering are e-mailed to AP Coordinators.
- ❑ Online ordering becomes available: www.collegeboard.com/school.

- ❑ Check with the appropriate AP teachers to be sure the correct exams are ordered. Calculus, Computer Science, Economics, English, French, Government and Politics, History, Latin, Physics, and Spanish all have more than one exam.
- ❑ Reserve testing rooms that will provide the best possible conditions for student performance.
- ❑ Schedule the AP preadministration session(s) for late April or the first week in May.
- ❑ Schedule a proctor training session for late April.
- ❑ With the SSD Coordinator, review College Board–approved accommodations for AP student(s), where applicable.

February

- ❑ **Deadline 2/22:** Documentation for students whose SSD Eligibility Forms require Documentation Review must be determined complete by this date.
- ❑ SSD Coordinator receives the AP Program Roster/Order Form.
- ❑ Review and reserve the equipment required for exams that require special preparation.
- ❑ Review and reserve the equipment required for exams administered with accommodations.

March

Deadlines:

3/7: Documentation for students whose SSD Eligibility Forms will be processed using the School Verification Process must be determined complete by this date.

3/11: Deadline for ordering preadministration materials for delivery by April 4.

3/28: Priority deadline for online ordering.

- Process SSD paperwork as outlined in this manual.
- Order Braille or 14- or 20-point large type exams, large-block answer sheets, or printed scripts for the AP Exams in world languages and Music Theory using the AP Program Roster/Order Form.
- Use the Estimated Timing table in this manual to determine how much total time will be needed for each exam administration.
- Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).
- Appoint the needed number of proctors in approximately the same gender and ethnic ratios as represented by the students (the ratio of proctors to students should be roughly 1:34).
- Student registration comes to a close.
- Distribute permission slips for students traveling to off-site testing locations.
- Review with school computer technician the appropriate software to use or download for recording student responses on computer.

2008-09 AP Course Audit renewal begins.

April

Deadlines:

United States, U.S. Territories, and Canada

4/2: Final deadline for ordering preadministration materials for delivery by April 14.

4/11: Online ordering extension deadline.

4/18: Final deadline for ordering regularly scheduled exams.

4/28: Schools receive exam materials ordered by April 18.

International Schools

4/4: Online ordering extension deadline.

4/11: Final deadline for ordering regularly scheduled exams.

4/25: Schools receive exams ordered by April 11.

- Collect exam fee payments.
- Online ordering for regularly scheduled exams comes to a close.
- Hold a proctor training session.
- Hold a preadministration session. Remind students of the importance of supplying consistent identifying information on their answer sheets.
- Send a strong message to students that cell phones are not allowed in the testing room.
- Arrange for the setup of tables and chairs, if needed.
- Review the details of the exam schedule, proctors, rooms, and required equipment.
- Review the details of exams administered with accommodations with the SSD Coordinator.
- Check the exam shipments.

Double-check everything.

May

Deadlines:

United States, U.S. Territories, and Canada

5/9: Ordering deadline for alternate exams for late testing (Canada).

5/16: Ordering deadline for alternate exams for late testing (U.S. and U.S. territories).

International Schools

5/9: Deadline for ordering alternate exams for late testing.

Exam Dates:

5/5-9, 12-16

Late Testing:

5/21-23

- Make sure that the testing sites and testing rooms are properly set up and have all of the necessary desks, tables, chairs, and equipment on exam day.
- Administer exams (regular and alternate) as outlined in the *AP Coordinator's Manual* and *AP Examination Instructions* book.
- Schedule, order, and arrange for any alternate testing, if needed.
- Fill in the appropriate fee reduction oval on the registration answer sheet for each student eligible for an AP fee reduction.
- If your school would like to receive a separate *AP Instructional Planning Report* and student grade roster for each AP class section, assign each class a different number from 1 to 9, and fill in the appropriate oval in the School Use Only section of each student's answer sheet.
- Track the total number of exams that are fee reduced in order to accurately complete the invoice.
- Prepare exam materials for return.

Submit and print a "Packing List" on www.collegeboard.com/school.

Complete all SSD paperwork (NAR and the Nonstandard Report Return Envelope).

Generate your invoice by logging on to www.collegeboard.com/school and mail it to AP Services.

June

Deadlines:

6/1: All exam materials must arrive at AP Services.

6/15: Postmark deadline for exam payments and invoices. Late payments incur a \$200 fee.

6/15: Deadline for changing the college grade report recipient indicated on answer sheet, and withholding grades. Grades may be canceled at any time, but for grades not to appear on the current year's grade report, students must cancel them by this date.

Place 2009 AP Exam dates on the 2008-09 school calendars.

July

- Student grades are available by phone beginning July 1.
- AP Grade Reports are mailed to colleges, students, and schools.
- Rest!