

**INFORMATION CIRCULAR NO. 507**  
Office of Teaching and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 4, 2014

**To:** Senior High School Principals and Vice Principals; Area Superintendents

**Subject:** Advanced Placement (AP) and International Baccalaureate (IB) Exam Administration and Payment of Fees

**Department and/or**

**Persons Concerned:** Senior High School Principals and Vice Principals; Advanced Placement (AP) Coordinators; International Baccalaureate (IB) Coordinators

**Attachment:** 2013-14 Estimated Fee Distribution Advanced Placement/  
International Baccalaureate Test Fee Program

**Brief Explanation:**

This circular provides information regarding Advanced Placement (AP) and International Baccalaureate (IB) exam administration, fees, and payment including:

- A) General Overview of Process
- B) Cost of Exams for Students
- C) District Assistance towards the Cost of Exams for Income-Eligible Students
- D) Procedures for Receipt of District Assistance towards AP Exam Costs for Income-eligible Students
- E) Important Dates in the Process

**A) General Overview of Process**

High school students enrolled in Advanced Placement (AP) courses have the option of taking end-of-course exams; in addition, students not enrolled in AP courses may elect to take exams. International Baccalaureate (IB) students are expected to take end-of-course exams. Students have the responsibility of paying for these exams. Income-eligible, economically disadvantaged pupils pay the reduced price of \$5.00 per exam, and the District or school must make up the difference in the cost of exams. The district/school is later reimbursed for a portion of costs paid for income-eligible students. All students who qualify for the free and reduced lunch program are considered income-eligible and pay the reduced \$5.00 per exam.

For 2013-14, District central office funds will be used to cover the difference in the cost of exams for income-eligible students. Sites will not have to use site funds for this purpose.

Schools continue to have the responsibility to notify, register, and order AP/IB exams for students by the priority deadlines set by the College Board and the International Baccalaureate Organization. Sites will also collect sums from students, select and train proctors, administer and return exams, complete invoices, and ensure payment as directed by required deadlines. Schools may use services to assist with AP/IB registration, but the cost of these services cannot be passed onto students. Schools must cover the costs of outside vendor support.

The California Department of Education (CDE) administers a grant program to help cover a portion of the costs of AP/IB exams for income-eligible, economically disadvantaged, pupils. The CDE requires that each school District submit one application for AP/IB fee reimbursement for all eligible students in the District. The Office of Advanced Studies is responsible for documentation and submission of this application. Schools sites are responsible for submitting documentation required for this application to the Office of Advanced Studies by May 30, 2014.

#### **B) Cost of Exams for Students**

AP/IB exam fees should be collected from students and may not exceed the following amounts:<sup>1</sup>

- \$89.00 per regular AP exam,
- \$5.00 per AP exam for income-eligible students (free/reduced lunch students),
- \$104.00 per regular IB exam,
- \$5.00 per IB exam for income-eligible students (free-reduced lunch students),
- \$151.00 for IB exam registration, and
- Late fees and/or fines for unused exams.

#### **C) District Assistance toward the Cost of Exams for Income-Eligible Students**

Since the 2013-14 AP/IB exam contributions for income-eligible students are \$5.00 per exam, the District will assist in covering the remaining upfront costs of these exams in the amount of \$50.00 for each AP exam and \$99.00 for each IB exam (see Attachment 1). Schools continue to have the responsibility for administering exams, including any arranging for proctors, facilities, furniture rental or supplies, etc. and these costs may not be passed on to students.

AP/IB exam reimbursement amounts received via the California Department of Education (CDE) for exams given in 2012-13 have been deposited into school site's resource 08000. These funds are to be used to reimburse the school sites portion of the FRL students cost of exam.

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<sup>1</sup> Increasing the cost of AP/IB exams to students to cover proctors, equipment rental, etc., falls into a gray area. There is no clear authority regarding fees for proctoring, etc. While an argument exists that these exams are not a required educational activity, an opposing argument could be made as the district offers the AP/IB classes and the exams provide students with the opportunity to earn college credit for the classes. Consequently, we will adhere to the SDUSD Legal Service Office recommendation that AP/IB exam fees not be increased to cover overhead costs.

**D) Procedures for Receipt of District Assistance towards AP Exam Costs for Income-eligible Students**

Please follow these directions to complete payment:

- 1) Collect AP/IB exam payment from students either full price or \$5 depending on income eligibility of students as noted in Section B above.
- 2) Deposit amount collected from students into your site ASB Trust Fund.
- 3) Cut a check *for the amount collected from students* from your ASB Trust Fund and deposit into your site budget string XXXX-00028-00-4305-1000-1110-01000-0000.
- 4) Approve and *submit a requisition for the full amount of all exams* at your site by April 18, 2014. Use the following budget string on your requisition XXXX-00028-00-4305-1000-1110-01000-0000.
- 5) Process the online invoice for exams after exam administration.
- 6) Submit the invoice to your Accounts Payable clerk along with your P.O. number by May 30, 2014.

Accounts Payable will complete and send payment for exams by drawing funds from your site account XXXX-00028-00-4305-1000-1110-01000-0000 and adding the additional funds to cover the difference in the cost of exams for income-eligible students.

All invoices for AP exams must be paid in full by June 16, 2014, or a \$225.00 late payment fee will be assessed. The school site is responsible for paying this late assessment.

**F) Important Dates in the Process**

**March 28, 2014** – Priority deadline for online ordering of AP Exams

**April 18, 2014** – Last day to approve and submit requisition for total amount of exams

**May 30, 2014** – Exam invoice and P.O. number due to Accounts Payable

**May 30, 2014** – AP/IB Fee Reimbursement documentation due to Advanced Studies Office

**June 16, 2014** – Final postmark deadline for mailing of payment for exams

For additional information, please contact Rhonda Zawadzki at (619) 725-7308 or [rzawadzki@sandi.net](mailto:rzawadzki@sandi.net).

Maria Nichols  
Director  
Office of Advanced Studies and School Innovation

APPROVED:



Teresa Walter  
Executive Director  
Office of Teaching and Learning

Distribution Lists: B, F  
TW:MN:rz  
Attachment

## 2013–14 Estimated Fee Distribution Advanced Placement/International Baccalaureate Test Fee Program

### Advanced Placement (AP) Exams

<ul style="list-style-type: none"> <li>Family income does not exceed 185 percent of the federal poverty income level.</li> <li>Student is eligible for (but does not have to participate in) the Free and Reduced Price Meal Program.</li> </ul>	
Cost	Description
\$26.00	<b>College Board (estimated) discount:</b> The College Board credits the school an estimate of \$26.00 per Exam.
\$8.00	<b>School administrative fee waiver:</b> The school will forgo their \$8.00 rebate per income-eligible student.
\$5.00	<b>School or district contribution:</b> The school or district will be responsible for identifying other funding sources to pay the estimated \$5.00 dollars per Exam for income-eligible students.
\$5.00	<b>Student contribution:</b> The student pays \$5.00 dollars per Exam. There is no limit to the number of exams income-eligible students can take.
\$45.00	<b>CDE reimbursement:</b> The California Department of Education (CDE) may reimburse the district up to an estimate of \$45.00 for each Exam taken by income-eligible students. <b>Reimbursement may be pro-rated depending on annual federal allocations.</b>
\$89.00	<b>Total</b>

### International Baccalaureate (IB) Exams

<ul style="list-style-type: none"> <li>Family income does not exceed 185 percent of the federal poverty income level.</li> <li>Student is eligible for (but does not have to participate in) the Free and Reduced Price Meal Program.</li> </ul>		
Exam Cost	Registration Cost	
\$5.00	\$157.00	<b>Student contribution:</b> The student pays \$5.00 per Exam and the full amount for registration. There is no limit to the number of exams income-eligible students can take.
\$5.00		<b>School or district contribution:</b> The school or district will be responsible for identifying other funding sources to pay the estimated \$5.00 dollars per Exam for income-eligible students.
\$98.00		<b>CDE reimbursement per exam:</b> The CDE may reimburse the district up to an estimate of \$98.00 for each Exam taken by income-eligible students. <b>Reimbursement may be pro-rated depending on annual federal allocations.</b>
	\$0.00	<b>CDE reimbursement per registration:</b> The CDE will not be reimbursing districts for the registration fees of income-eligible students.
\$108.00	\$157.00	<b>Total</b>