

ADVANCED PLACEMENT

Advanced Placement (AP) students earning a passing score on the end-of-course exam offered by College Board may be eligible for college units, dependent upon the policies of the each university. While a student may participate in an AP exam without taking the corresponding AP course, weighted credit is not permitted unless the student earns a passing grade in the corresponding AP course.

Definitions

The site principal is responsible for designating an AP Coordinator. The primary responsibility of the AP Coordinator is to organize and administer the school's AP program, including the receipt, distribution, administration and return of AP exam materials *according to College Board guidelines* specified in the AP Coordinator's Manual. The AP Coordinator may be a full-or part-time administrator, teacher, counselor, or other staff member; however, the AP Coordinator may not be an AP teacher and may not handle any exam materials issued to an immediate family or household member.

The *College Board school code* is a six-digit number issued to the site and is necessary to order and administer exams and receive student exam scores. Educational Testing Service (ETS) assigns the codes to schools that complete the High School Code Request Form (available from AP Services) 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 should already have a code.

The *AP Participation Form* serves as a school's agreement to follow all AP exam administration policies outlined in the AP Coordinator's Manual (available from AP Services). The school's principal and AP Coordinator must both sign the form. Completion of this form does not obligate the school to administer AP exams in May.

Exam administration instructions are located in the AP Coordinator's Manual available from AP Services.

Time and Location of AP Exams

All AP exams are administered annually in May during the school day over a period of two weeks. Exact dates are determined and published annually by the College Board. If an AP exam is not offered at a school or only a few students are scheduled to participate, students may be scheduled to take the exam at a nearby school.

ADVANCED PLACEMENT (continued)**Fees and Fee Reductions**

An administrative circular is issued each year to notify schools of exam fees. AP Services and the California Department of Education (CDE) annually set the fee for each AP exam, with and without fee reduction. Fees are to be paid to the school financial office.

The College Board annually sets a fee reduction per exam for students with financial need. For each exam taken with a reduced fee, the school foregoes its College Board rebate.

The CDE may provide additional fee reductions for students with financial need. Information on additional state fee reductions is published annually to the CDE website.

Students who are either enrolled in or eligible to participate in the federal Free and Reduced Lunch Program (FRLP) qualify for the College Board and state AP exam fee reductions.

Individual schools may provide exam fee financial assistance through a variety of sources (e.g., foundations, fundraising, PTA).

Implementation

The AP Coordinator shall obtain the College Board school code. Both the AP Coordinator and site principal shall sign and return the AP Participation Form in November of each year.

The site AP Coordinator shall be responsible for:

1. Notifying students of exam subjects, timelines, costs, fee reductions and any additional financial assistance available.
2. Determining the number of exams needed for each AP subject and ordering exams online for regular, alternative, and late testing.
3. Directing the school financial office to collect fees from all students prior to exam administration. The school retains the rebates allowed for each full-priced exam only.
4. Determining which students are eligible for fee reductions and maintain a record of students and the titles of AP exams taken.
5. Ensuring that online requests for accommodations for students with disabilities are submitted and appropriate materials are ordered.
6. Providing students with receipt/confirmation of exam registration.

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7. Administering exams according to the instructions in the AP Coordinator's Manual.
8. Securing facilities, furniture, special equipment, proctors, and ensuring all testing guidelines are followed as specified in the AP Coordinator's Manual.
9. Training and scheduling proctors and organizing space for exams.
10. Assisting with the collection of fees, ordering and administering exams for home-schooled students, students enrolled at schools that do not offer AP exams, and/or students who are traveling.
11. Maintaining the security of exams when managing the receipt, distribution, administration, and return of AP exam materials as outlined by the College Board.
12. Adhering to all testing dates and deadlines for ordering, returning, submitting invoices, and paying for exams.
13. Returning exams and preparing exam payment documentation.
14. Packing and returning exams and additional reports according to instructions in the AP Coordinator's Manual.
15. Printing and mailing invoices with payment according to instructions.
16. Following district instructions regarding payment of exams.
17. Preparing and submitting required AP Fee Reduction documents.
18. Maintaining an onsite record of students and titles of AP exams taken.

The Office of Secondary Schools or equivalent division/department shall be responsible for:

1. Maintaining a master list of College Board school codes for district schools.
2. Monitoring changes in AP procedures, costs, fee reductions, and updating site and central office staff.
3. Submitting district applications for AP fee reimbursement to the CDE on behalf of all eligible district schools.
4. Estimating fee reimbursement amount by collecting AP exam invoices and the CDE school worksheets.

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5. Providing instructions to sites regarding required documentation.
6. Completing online fee reimbursement submission with assurances.
7. Submitting signed hard copies of fee reimbursement form with assurances and original documentation from sites.