



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Testing

SUBJECT: Administration of Advanced Placement (AP) Exams

A. PURPOSE AND SCOPE

1. To outline procedures for administration of Advanced Placement (AP) exams to students in grades 9-12. Due dates and detailed instructions are provided by administrative circular.
2. **Related Procedures:**
 Progress Reporting, 7-12 4705
 Graduation from Senior High School 4770

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-2550, F-7030, F-8000 and F-8400.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the High School Resources Office.
2. **Definitions and Descriptions.**
 - a. **Advanced Placement (AP) Exams** offer students with successful exam scores credit, advanced placement, or both at most two- and four-year colleges and universities. Each AP course concludes with a college-level exam developed and scored by college and university faculty members as well as experienced AP teachers; however, students may take an AP exam without taking the corresponding AP course.
 - b. **Time and Location of AP Exams.** AP exams are administered annually in May, during the school day and 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.
 - c. **Fees and Fee Reductions.**
 - (1) 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.
 - (2) 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 forgoes its College Board rebate.
 - (3) The California Department of Education (CDE) may provide additional fee reductions for students with financial need. Information on additional state fee reductions is published annually and is available on the CDE website at <http://www.cde.ca.gov/fg/fo/r17/apfee13rfa.asp>.

- (4) 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.
- (5) Individual schools may provide exam fee financial assistance through a variety of sources (e.g., foundations, fundraising, PTA).
- d. **AP Coordinator.** Person designated by a site administrator to take primary responsibility for organizing and administering the 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, teacher, counselor, or other staff member, however the AP Coordinator cannot be an AP teacher and cannot be involved in the handling of any exam materials issued to an immediate family or household member.
- e. **College Board school code.** A six-digit number 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 received a code.
- f. **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.
- g. **Exam administration instructions.** See AP Coordinator's Manual (available from AP Services).

D. IMPLEMENTATION

- 1. **Principal or Designee:**
 - a. Obtain six-digit College Board school code and notify staff and students of same.
 - b. Sign and return the AP Participation Form in November of each year.
- 2. **Site AP Coordinator:**
 - a. Notify students of exam subjects, costs, fee reductions and any additional financial assistance available.
 - b. Determine the number of exams needed for each AP subject and order exams online for regular, alternative, and late testing.
 - (1) Direct school financial office to collect fees from all students prior to exam administration. School retains rebate allowed for each exam.
 - (2) Determine which students are eligible for fee reductions and maintain a record of students and titles of AP exams taken.

- (3) Consult with site Services for Students with Disabilities Coordinator to ensure that online requests for accommodations for students with disabilities are submitted and appropriate materials are ordered.
 - (4) Provide students with receipt/confirmation of exam registration.
 - c. Administer exams according to instructions in the AP Coordinator's Manual.
 - (1) Secure facilities, furniture, special equipment, and proctors.
 - (2) Train and schedule proctors and organize rooms for exams.
 - d. Assist home-schooled students and students enrolled at schools that do not offer AP exams or students who are travelling by collecting fees, ordering, and administering exams for them.
 - e. Agree to maintain the security of exams when managing the receipt, distribution, administration, and return of AP exam materials as outlined by the College Board and AP Program.
 - f. Adhere to all testing dates and deadlines for ordering, returning, submitting invoices and paying for exams.
 - g. Return exams and prepare exam payment documentation.
 - (1) Pack and return exams and additional reports according to instructions in the AP Coordinator's Manual.
 - (2) Print invoice and mail with payment according to instructions.
 - (3) Follow district instructions regarding payment of exams if district assistance for payment of exams is provided.
 - h. Prepare and submit required AP Fee Reduction documents according to district instructions.
3. **High School Resources Office:**
- a. Maintain master list of College Board school codes for district schools.
 - b. Monitor changes in AP procedures, costs, and fee reductions and update site and central office staff.
 - c. Submit district application for AP fee reimbursement to the California Department of Education (CDE) on behalf of all eligible district schools.
 - (1) Estimate fee reimbursement amount by collecting AP exam invoices and CDE school worksheets.
 - (2) Provide instructions to sites regarding required documentation.

SUBJECT: **Administration of Advanced Placement (AP) Exams** NO: **4845**
PAGE: **4 OF 5**
EFFECTIVE: **1-29-62**
REVISED: **10-14-14**

- (3) Complete online fee reimbursement submission with assurances.
- (4) Submit signed hard copy of fee reimbursement form with assurances and original documentation from sites.

E. FORMS AND AUXILIARY REFERENCES

1. Materials supplied by the College Board/AP Services (<https://www.collegeboard.org/contact-us>):
 - a. AP Participation Form
 - b. AP Program Guide
 - c. AP Coordinator's Manual
 - d. Bulletin for Students and Parents
 - e. High School Code Request Form
2. Materials supplied by the district (High School Resources Office):
 - a. Advanced Placement Fee Reimbursement Instructions
 - b. California Department of Education (CDE) Test Fee Reimbursement Program – Cover Sheet and Assurances
 - c. California Department of Education (CDE) Advanced Placement Test Fee Program School Worksheet
3. California Department of Education (CDE) Advanced Placement Test Fee Program Form C

F. REPORTS AND RECORDS

1. Sites to maintain a record of students and titles of AP exams taken.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

SUBJECT: **Administration of Advanced Placement (AP) Exams**

NO: **4845**

PAGE: **5 OF 5**

EFFECTIVE: **1-29-62**

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