



# AP<sup>®</sup> Coordinators

**FEB**  
**2016**  
EDITION

## It's All About the Students

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### Preadministration

Save 30 minutes or more on exam day with a preadministration session.

Download this [booklet](#) (.pdf/879KB) and this [PowerPoint presentation](#) (.ppt/2.16MB) for details and instructions.

### Help students explore AP and AP CSP

- [Use these resources](#) to encourage students to discover the benefits of AP<sup>®</sup>.
- [What's AP Computer Science Principles all about?](#) Learn more about this new course so you can guide students and parents.

### AP Art History essay

## February Checklist

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### AP Exam Ordering

The [AP Exam Ordering website](#) is now accepting orders for 2016 AP Exams.

Schools (outside of NYCDOE) that are on Spring Break during April 25–29 and will be unable to accept AP Exam deliveries should email [AP Services](#) by Feb. 15.

New this year for AP Music Theory — online submission replaces CDs (you will select either tapes or online submission when ordering).

### Students with disabilities

Requests and supporting documentation for students who require [accommodations](#) for the May 2016 AP Exams are due by Feb. 19.

### contest

[The Atlantic](#) and the College Board have teamed up to recognize today's best high school essay writers with cash prizes and the chance to be published in an award-winning national magazine. [The deadline is Feb. 28.](#)

### 2017 AP Exams

[Next year's AP Exams](#) will be administered May 1–5 and May 8–12, 2017.

## Professional Development

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### Full-day training

[Free workshops](#) help AP Coordinators learn how to effectively manage their AP Exam administrations.

### Save the dates: July 13–17

Register for the [2016 AP Annual Conference](#) before April 20 to take advantage of early bird savings.

### Readers needed

The AP Program is now accepting applications for Readers to evaluate and score AP Exams at the June 2016 Reading. Encourage

### AP Studio Art

The AP Studio Art [Digital Submission Web application](#) is now available. Be sure that all your [AP Studio Art](#) teachers are able to access the application.

### AP Chinese and Japanese Exams on CD

[Place your exam order online](#) by March 9 to receive your Setup CDs by April 1.

### AP Course Audit update

The AP Course Audit will be closed until March for annual maintenance. The help line will remain open, and the [AP Course Ledger](#) and [AP Course Audit](#) websites will be accessible without interruption.

## Important Links

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- [AP Coordinator Community](#)
- [2015-16 Bulletin for AP Students and Parents](#) (.pdf/1.24MB)

## Contact Us

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your AP teachers to [lend their expertise at the AP Reading](#).

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