

Prepare for 2019-20

Launching the New AP Annual Process

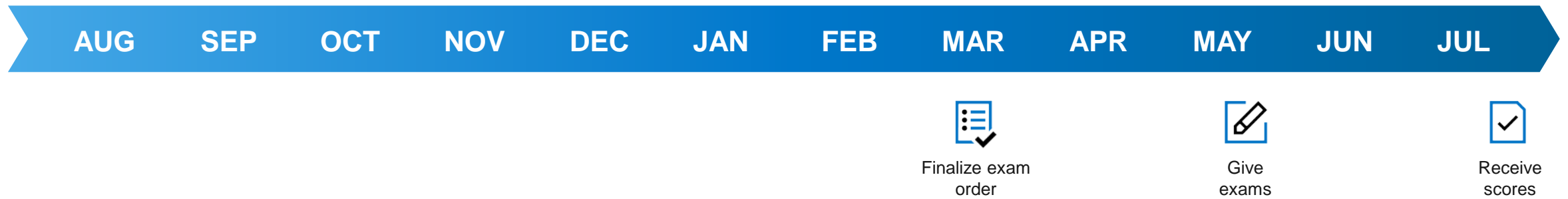


CollegeBoard

AP

AP Annual Process

This timeline shows the key activities for participation in AP.



A system of resources and supports
for all AP students, teachers,
and coordinators launches in
2019–2020.

Resources and Supports for AP

Designed to motivate students and improve the AP classroom experience

Focused Feedback Throughout the Year



UNIT GUIDES



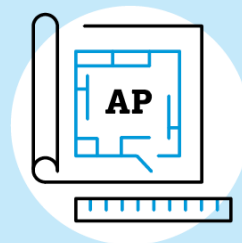
UNIT ASSESSMENTS



AP QUESTION BANK



PERFORMANCE DASHBOARD



TRANSPARENCY AND STABILITY

Streamlined Exam Ordering and Admin



DIGITAL ACTIVATION



FALL REGISTRATION



STREAMLINED EXAM ORDERING

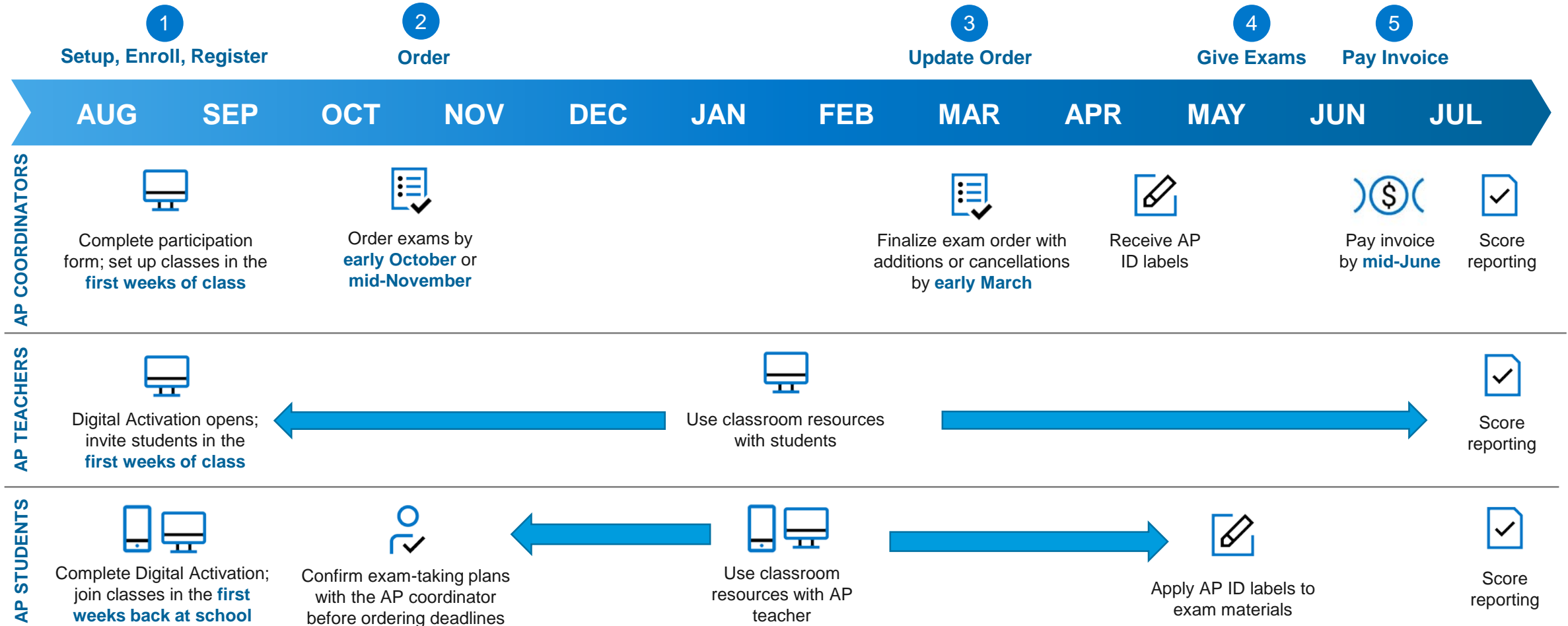


STUDENT REGISTRATION LABELS



EXAM DAY IMPROVEMENTS

2019-2020: New Annual Process



2019-20: Registration and Ordering



Registration and ordering system opens **August 1**. Coordinator completes AP participation form online.



Exams given



Scores reported

AUG

SEP

OCT

NOV

DEC

JAN

FEB

MAR

APR

MAY

JUN

JUL



AP coordinator or AP teacher sets up class sections in the system and students join in the **first weeks of class**



AP coordinator orders exams by **early October** or **mid-November**



AP coordinator makes any final changes to the order by **early March**



AP ID labels delivered



Coordinator pays invoice by **mid-June**

2019-20 Deadlines: Exam ordering deadlines

Deadline	Description
Preferred Deadline (October)	This is the recommended deadline to submit May 2020 exam orders.
Final Deadline (November)	<p>This is the deadline to order exams for all full-year and first-semester AP courses.</p> <p>Exams ordered after this deadline and by the spring course orders and fall changes deadline will incur a late order fee of \$40 per exam in addition to the exam fee.</p>
Spring Course Orders and Fall Order Changes Deadline (March)	<p>This is the deadline to order exams for second-semester courses, and to update the exam order with any late orders or canceled exams.</p> <p>The full exam fee will be billed for all AP exams that are part of a school's exam order as of this deadline, less any applicable College Board fee reduction.</p>

2019-20: Fees

	Description	Cost Per Exam	Cost Per Fee-Reduced Exam
On-time order	Exam ordered by mid-November	\$94	\$53
Late order	Exam ordered between mid-November and early March	\$134	\$93
Canceled exam by early March	Exam ordered by mid-November and cancelled by early March	\$40	\$40
Exams ordered but not taken	Exam is part of the exam order, but is not taken by the student it was ordered for	No Refund	No Refund

Getting Ready



Information, resources, and sign-up links for upcoming training events are available at collegeboard.org/ap2019.

What you need to do in the 2018-19 school year

Fall 2018:

- Meet with your AP teachers and counselors to discuss the 2019-20 changes to AP.

Before the 2019-20 class registration period:

- Communicate new AP Exam ordering deadlines, policies, and fees to students and parents for 2019-20.

Spring 2019:

- Connect your AP teachers with overview videos on new AP resources and annual processes.

Before summer break:


- Meet with your AP teachers and the AP coordinator to remind them of the changes.

Helping Schools Prepare




Download a brochure that explains the changes and provides a checklist and best practices for preparing for 2019-20.

collegeboard.org/ap2019.



WHAT YOU NEED TO KNOW

New AP® Resources Coming in the 2019-20 School Year



Getting Ready

What to do in the 2018-19 School Year

- Fall 2018: Meet with AP teachers and counselors to discuss the 2019-20 changes to AP.
- Before the 2019-20 class registration period: Communicate new AP Exam ordering deadlines, policies, and fees to students and parents for 2019-20.
- Spring 2019: Connect AP teachers with overview videos on new AP resources and annual processes.
- Before summer break: Meet with AP teachers and the AP coordinator to remind them of the changes.

What to do in the 2019-20 School Year

Before school starts:

- Ensure teachers of new AP courses complete the Course Audit form and have it approved by your designated administrator.
- Allot time for the AP coordinator or AP teachers to set up class sections in the system.
- Provide AP teachers with opportunities to incorporate Unit Guides and Unit Assessments into their sequence and pacing calendars.
- Connect AP teachers with best practices on using the AP Question Bank for daily checks on student understanding.
- First week of school: Provide opportunities for students to use join codes to enroll in their AP classes in the system.
- Second week of school: Ensure rosters in the system match official class rosters.
- After add/drop period: Confirm rosters in the system match official class rosters.
- Last week of September: Follow local process to secure student commitments to take AP Exams.
- First week of October: Verify students' exam registration status in the system.
- By October-November: Submit school's exam order by published deadlines.
- March: Make final updates to your order, if needed, by the published deadline.

Best Practices

Announcing New AP Features to Your School Community

- Update course catalogs and school web pages.
- Ensure local processes to confirm student decisions to take AP Exams align with fall ordering deadlines.
- Communicate AP Exam registration policies and deadlines to homeschooled students.

Activating the Resources


- Ensure AP teachers are aware of the new system before summer break.
- Connect AP teachers with online overview videos.
- Allot time for AP teachers to learn how to use the system.
- Assess the availability of computers and mobile devices for use in AP classrooms.
- Ensure the school's Wi-Fi infrastructure is working well and College Board web pages have been whitelisted so they can be accessed from within your school's network.

Ordering Exams

- Ensure students and parents know when students need to confirm their exam registration decision.
- Communicate exam fees and ordering deadlines.
- Ensure special materials are ordered as needed for students who require accommodations.

Supporting Classroom Instruction

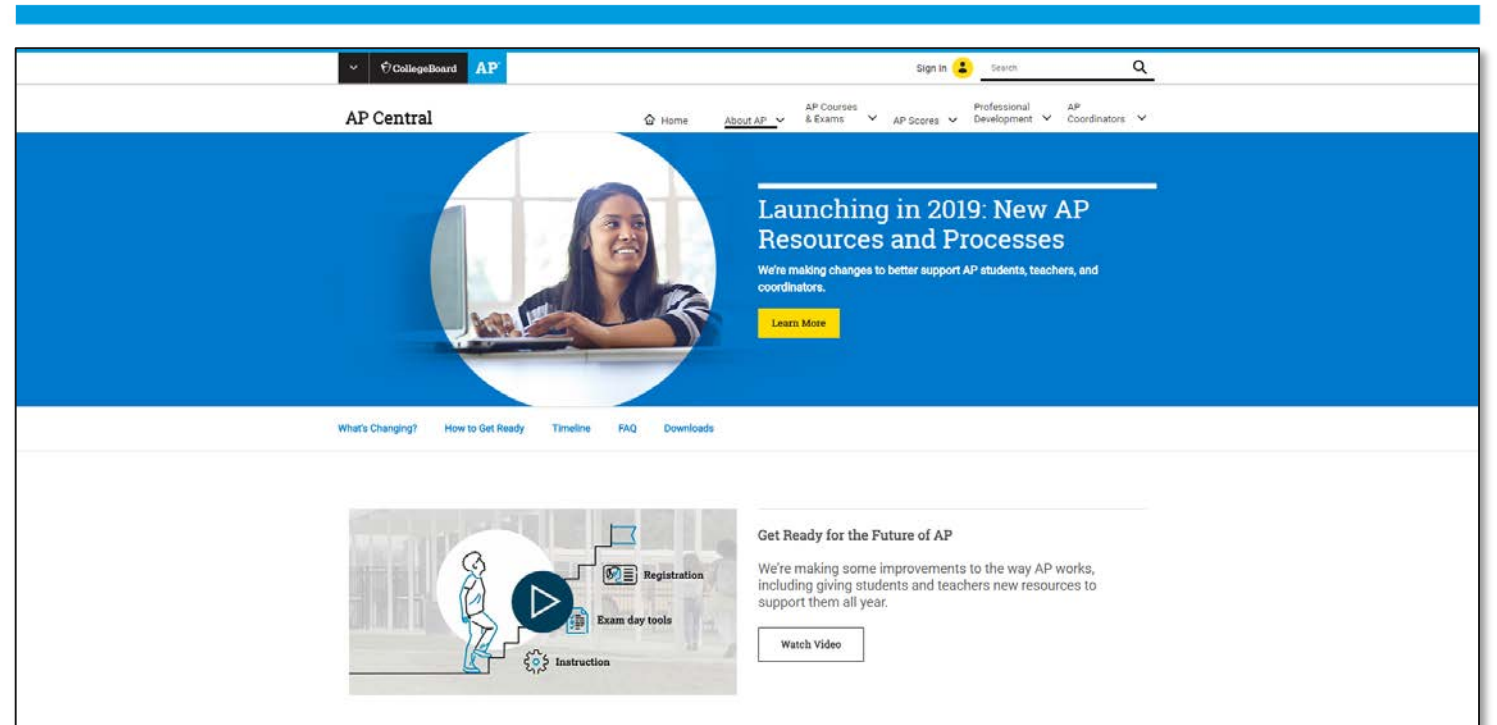
- Connect AP teachers with online tutorials.
- Throughout the year: Set aside time with AP teachers to discuss student progress at the end of each unit.
- Use the Unit Guides and Performance Dashboard during coaching conversations.
- Use classroom and hallway bulletin boards to chart class progress toward skill mastery.
- Ensure Wi-Fi infrastructure continues to work well throughout the year.
- Ensure AP teachers have access to computers, tablets, and smart phones for students to take Unit Assessments.



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Learn more on AP Central

collegeboard.org/ap2019



The screenshot shows the AP Central website homepage. At the top, there is a navigation bar with the CollegeBoard logo and 'AP' on the left, and 'Sign In' and a search bar on the right. Below this is a secondary navigation bar with 'AP Central' and links for 'Home', 'About AP', 'AP Courses & Exams', 'AP Scores', 'Professional Development', and 'AP Coordinators'. The main content area features a large blue banner with a circular image of a student at a computer. To the right of the image, the text reads 'Launching in 2019: New AP Resources and Processes' and 'We're making changes to better support AP students, teachers, and coordinators.' A yellow 'Learn More' button is positioned below the text. Below the banner is a horizontal menu with links: 'What's Changing?', 'How to Get Ready', 'Timeline', 'FAQ', and 'Downloads'. The lower section of the page has a white background with a diagram on the left showing a person walking up steps towards a play button icon, with labels for 'Registration', 'Exam day tools', and 'Instruction'. To the right of the diagram, the text says 'Get Ready for the Future of AP' and 'We're making some improvements to the way AP works, including giving students and teachers new resources to support them all year.' A 'Watch Video' button is located at the bottom right of this section.

Thank You.