



# AP<sup>®</sup>

## PROGRAM GUIDE 2012-13



# Important Changes for 2012-13

## Exam Fees for 2013

The fee is now \$89 per exam in the United States, U.S. territories, and Canada. However, the fee remains \$117 per exam at schools outside the U.S., U.S. territories and Canada (with the exception of DoDDS schools). The fee varies for College Board–authorized testing centers outside the United States.

## Free Practice Exams

In early fall, AP will publish new practice exams in 15 AP subjects. These are complete versions of the exams that were administered internationally in 2012 and feature a multiple-choice answer key, free-response scoring guidelines, and a scoring worksheet. The practice exams will be posted in a secure location only accessible by Course Audit–authorized teachers.

## AP Teacher Communities

All AP subjects will have a dedicated online AP Teacher Community by fall 2012. Teacher Communities are a powerful new resource for teachers to collaborate, learn and share resources. The communities feature threaded discussions, forums organized by topic, a searchable resource library, a member directory and the ability to personalize how you receive updates from the community. Learn more at [apcommunity.collegeboard.org](http://apcommunity.collegeboard.org).

## Service Enhancements

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### Online Score Reporting for Students

AP is working on a new online score reporting system for students, where they will be able to view, print and download their AP score reports and order and pay for score sends. We hope to launch this online service in the summer of 2013. Updates will be sent to educators and posted on [collegeboard.org](http://collegeboard.org) this fall.

### 2012-13 Bulletin for AP Students and Parents

The *2012-13 Bulletin for AP Students and Parents* will be shipped to AP Coordinators as a separate mailing. It will not be included with the packet containing the *AP Coordinator's Manual* and other informational materials.

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## Course and Exam Changes

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### **Revised AP Courses and Exams**

Revised courses and exams in Biology, Latin, and Spanish Literature and Culture launch this year. Visit AP Central® ([apcentral.collegeboard.org](http://apcentral.collegeboard.org)) for important information and resources for these courses.

Visit Advances in AP ([advancesinap.collegeboard.org](http://advancesinap.collegeboard.org)) for information about revised courses and exams in Chemistry as well as Spanish Language and Culture, which launch in 2013-14.

### **Biology**

Beginning with the 2013 exam, students will be allowed to use four-function (with square root) calculators throughout the entire exam since both sections of the exam will contain questions that require data manipulation. Graphing calculators and scientific calculators are not permitted for use on the AP Biology Exam.

### **Spanish Literature and Culture**

Beginning with the 2013 exam, Section I, Part A, will include a master listening CD. Students will listen to the recorded material on the master listening CD and, after each selection, will be asked to answer a series of multiple-choice questions.

# AP<sup>®</sup> Courses and Exams

## Arts

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Art History  
Music Theory  
Studio Art: Drawing Portfolio  
Studio Art: 2-D  
Design Portfolio  
Studio Art: 3-D  
Design Portfolio

## English

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English Language  
and Composition  
English Literature  
and Composition

## History and Social Sciences

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Comparative Government  
and Politics  
European History  
Human Geography  
Macroeconomics  
Microeconomics  
Psychology  
United States Government  
and Politics  
United States History  
World History

## Mathematics and Computer Science

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Calculus AB  
Calculus BC  
Computer Science A  
Statistics

## Sciences

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Biology  
Chemistry  
Environmental Science  
Physics B  
Physics C: Electricity  
and Magnetism  
Physics C: Mechanics

## World Languages

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Chinese Language  
and Culture  
French Language and Culture  
German Language  
and Culture  
Italian Language and Culture  
Japanese Language  
and Culture  
Latin  
Spanish Language  
Spanish Literature and Culture



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**2013 AP Exam Schedule**..... **back cover**

With AP®, students can get a feel for the rigors of college-level studies while they still have the support of a high school environment. When students take AP courses, they demonstrate to college admission officers that they have sought out an educational experience that will prepare them for success in college and beyond.

Resourceful and dedicated AP teachers work with their students to develop and apply the skills, abilities and content knowledge they will need later in college. Each of AP’s 34 courses is modeled upon a comparable college course, and college and university faculty play a vital role in ensuring that AP courses align with college-level standards.

Each AP course concludes with a college-level exam developed and scored by college and university faculty members as well as experienced AP teachers. AP Exams are an essential part of the AP experience, enabling students to apply the new critical thinking skills they have learned in a comprehensive exam. Most two- and four-year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores for credit, advanced placement, or both.

Performing well on an AP Exam means more than just the successful completion of a course. Research consistently shows that students who score a 3 or higher typically earn higher GPAs in college and have higher graduation rates.

**Visit the College Board’s website for more information:**

- Information about AP courses and exams:  
[apcentral.collegeboard.org/coursehomepages](http://apcentral.collegeboard.org/coursehomepages)
- Information about revised AP courses and exams:  
[advancesinap.collegeboard.org](http://advancesinap.collegeboard.org)
- Curricular and resource requirements for AP courses:  
[www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit)
- College and university AP credit and placement policies:  
[www.collegeboard.org/ap/creditpolicy](http://www.collegeboard.org/ap/creditpolicy)
- Administering AP Exams:  
[www.collegeboard.org/ap/testing](http://www.collegeboard.org/ap/testing)
- Universities outside the United States that recognize AP:  
[www.collegeboard.org/apintl](http://www.collegeboard.org/apintl)

# The AP Year: An Overview

## August 2012

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- Announcements of upcoming AP workshops for professional development are mailed to schools.
- Principals or designated school administrators should access their AP Course Audit accounts to renew previously authorized courses for the new school year. All AP Biology, Latin, and Spanish Literature and Culture teachers must submit a new course syllabus for authorization during the 2012-13 academic year. Teachers of new AP courses should be encouraged to participate in the AP Course Audit if they haven't already done so. For more information, visit [www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit).

## September 2012

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- Schools receive annual AP participation materials.
- AP Scholar Awards and AP International Diploma notifications are sent to students.
- **Sept. 15** — Deadline for ordering free-response booklets from the 2012 AP Exam administration.

## October 2012

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- Schools complete the annual AP participation materials and designate their AP Coordinators.
- Free-response booklets for the 2012 AP Exam administration begin being mailed to schools that have ordered them.
- AP Studio Art posters are mailed to schools to the attention of the AP Studio Art teacher.
- Rebate checks are mailed to AP Coordinators administering at least 150 exams.
- **Oct. 15** — Preferred date by which administrators should renew previously authorized courses for the 2012-13 school year.
- **Oct. 31** — Deadline for students to request the Multiple-Choice Rescore Service for the 2012 AP Exam administration.

## November 2012

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- AP Course Ledger of authorized 2012-13 AP courses is available at [www.collegeboard.org/apcourseledger](http://www.collegeboard.org/apcourseledger).
- 2012 U.S. State and National Summary Reports and the Canadian Summary Report are posted on [www.collegeboard.org/ap/summaryreports](http://www.collegeboard.org/ap/summaryreports).
- **Nov. 15** — Deadline for schools to return the AP Participation Form and Survey.

## December 2012

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- The AP Program begins to mail the *AP Coordinator's Manual*, a supply of the *Bulletin for AP Students and Parents* (available in English and, by request, in Spanish or large type), and other information to schools that have submitted AP Participation Forms.
- Principals receive the PSAT/NMSQT® Roster of Student Scores and Plans, which includes schools' AP Potential™ access codes.
- AP Potential becomes available this month at [appotential.collegeboard.org](http://appotential.collegeboard.org).

## January 2013

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- AP Coordinators can begin ordering AP Exams online at [www.collegeboard.org/school](http://www.collegeboard.org/school).
- **Mid to late January** — The AP Studio Art Digital Submission Web application becomes available. Visit [professionals.collegeboard.org/studioartdigital](http://professionals.collegeboard.org/studioartdigital) for details.
- **Jan. 31** — Deadline for new AP Course Audit submissions, renewals and all AP Course Audit form approvals for 2012-13 courses.

## February 2013

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- *The 9th Annual AP Report to the Nation* is released. Visit [apreport.collegeboard.org](http://apreport.collegeboard.org) for details.
- Upcoming AP Summer Institutes for professional development are announced.
- **Feb. 15** — Postmark deadline for College Board AP Fellows grant applications. Visit [www.collegeboard.org/apfellows](http://www.collegeboard.org/apfellows) for details.
- **Feb. 22** — Deadline for submitting requests for testing accommodations for students with disabilities.

## March 2013

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- Schools may begin submitting AP Course Audit materials for new courses offered in 2013-14.
- AP Coordinators work with SSD Coordinators to ensure nonstandard tests formats are ordered online.
- Deadlines to place orders for preadministration materials:
  - Orders placed by **March 13** will be delivered by April 5.
  - Orders placed **between March 14 and April 3** will be delivered by April 15.

## April 2013

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- AP Coordinators receive and check exam materials.
- Throughout April — See page 10 for various exam ordering deadlines.
- **April 26** — Schools outside the United States, U.S. territories and Canada receive shipments of regular exams no later than this date if exam orders were placed on or before April 12.
- **April 29** — Schools in the United States, U.S. territories and Canada receive shipments of regular exams no later than this date if exam orders were placed on or before April 19.

## May 2013

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- AP Exams are administered **May 6–10** and **May 13–17, 2013**. See the exam schedule on the back cover.
- Alternate exams are administered **May 22–24, 2013**. See the late-testing schedule on the back foldout panel.

## June 2013

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- AP Exams are scored.
- **June 1** — Deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.
- **June 15** — Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$200 fee.
- **June 15** — Deadline for AP Services to receive student letters to change college score report recipients and to withhold scores for the current year's administration.  
  
Students may cancel scores at any time, but June 15 is the deadline for canceling scores before release of the 2013 AP score reports.

## July 2013

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- AP score reports are provided to designated colleges, students, high schools and districts.
- Teachers of authorized AP courses and school administrators can access AP Instructional Planning Reports. These reports include subject-specific data on how students performed on the various topics within the AP Exams.
- **July 17–21** — AP Annual Conference 2013, Las Vegas, NV



## Obtain a College Board School Code

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A school must have an active six-digit school code to order and administer exams and receive students' exam scores. Educational Testing Service® (ETS®) assigns these codes to schools that complete the High School Code Request Form 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 will already have a code. Schools can contact AP Services at 877-274-6474 to check whether they have an active code or to request a High School Code Request Form. Schools in Canada should call the College Board office in British Columbia at 800-667-4548. Schools outside the United States and Canada can contact International Services at [international@collegeboard.org](mailto:international@collegeboard.org) or 001 212-373-8738.

## Offer Authorized AP Courses

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Schools wishing to use the “AP” designation on their courses must participate in the AP Course Audit. The AP Course Audit was created at the request of College Board members who sought a means for the College Board to provide teachers and administrators with clear guidelines on curricular and resource requirements for AP courses, and to help colleges and universities more clearly interpret secondary school courses marked “AP” on students' transcripts. For more information on the AP Course Audit, visit [www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit).

## Enroll AP Students

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The College Board strongly encourages educators to make equitable access a guiding principle for their AP programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial and socioeconomic groups that have been traditionally underserved. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

For more information about building an equitable AP program, visit [www.collegeboard.org/apequity](http://www.collegeboard.org/apequity).

## AP Potential™

AP Potential is a Web-based service that can help schools identify potential AP students. Studies have shown that performance on the PSAT/NMSQT can be used to identify students who are likely to be successful on AP Exams. Using such data, AP Potential provides school and district offices with a roster of potential students by name and suggested AP course, giving administrators useful information for expanding AP opportunities at their schools. For more information about AP Potential, visit [appotential.collegeboard.org](http://appotential.collegeboard.org).

## Designate an AP Coordinator

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Each participating school designates an AP Coordinator who takes primary responsibility for organizing and administering that 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 or counselor, or a faculty member who does not teach an AP course.

To avoid any perceived conflict of interest, an AP teacher may **not** serve as the AP Coordinator. An AP Coordinator may **not** be involved in the handling of any exam materials that an immediate family or household member may take.

See pages 30–31 for resources and support available for AP Coordinators.

## Complete the AP Participation Materials

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In September, each school principal receives AP participation materials. These materials include an AP Participation Form, a participation survey and other information needed for the upcoming school year. Schools that do not receive participation materials by late October should contact AP Services. Participating schools must complete these materials annually and should submit them no later than Nov. 15. Signed by both the school's principal and the AP Coordinator, the AP Participation Form serves as an agreement by the school to follow all AP Exam administration policies outlined in the *AP Coordinator's Manual*. Completing this form does not obligate the school to administer AP Exams in May.

## Multischool Exam Centers

Schools near one another may administer AP Exams at a single location by forming a multischool center. Principals of the participating schools designate a single AP Coordinator on their schools' individual AP Participation Forms. This Coordinator is responsible for ordering all exams for these schools. Participating schools must test at one central location. Schools that order exams individually but test collectively run the risk of needing to retest students.

## Exam Ordering Deadlines for 2013

### Schools in the United States, U.S. territories and Canada

<b>Priority Deadline:</b> Submit orders by this date to ensure timely processing and delivery.	<b>March 29</b>
<b>Deadline for Ordering Preadministration Materials:</b> Can be placed only with the initial exam order. Orders placed by March 13 will be delivered by April 5. Orders placed between March 14 and April 3 will be delivered by April 15.	<b>April 3</b>
<b>Extension Deadline:</b> Each order received after this date incurs a \$50 late fee (excluding alternate exam orders).	<b>April 12</b>
<b>Final Deadline:</b> No orders will be accepted after this date. Orders placed by April 19 will be delivered by April 29.	<b>April 19</b>
<b>Deadline for Ordering Alternate Exams for Late Testing:</b> Coordinators should call AP Services if an emergency occurs after these dates.	<b>May 10:</b> Canada and U.S. territories <b>May 17:</b> United States

### Schools outside the United States, U.S. territories and Canada

<b>Priority Deadline</b> Submit orders by this date to ensure timely processing and delivery.	<b>March 29</b>
<b>Extension Deadline:</b> Each order received after this date incurs a \$50 late fee (excluding alternate exam orders).	<b>April 5</b>
<b>Final Deadline:</b> No orders will be accepted after this date. Orders placed by April 12 will be delivered by April 26.	<b>April 12</b>
<b>Deadline for Ordering Alternate Exams for Late Testing:</b> Coordinators should call AP Services if an emergency occurs after this date.	<b>May 10</b>

## Order AP Exams

Coordinators must order all regularly scheduled and late-testing AP Exams online at [www.collegeboard.org/school](http://www.collegeboard.org/school). Schools may also order Braille and 14- and 20-point large-type exams and large-block (enlarged) answer sheets online. Instructions for ordering are emailed in January to the address provided on the school's AP Participation Form.

After an order is placed it cannot be decreased once it has been processed for shipment, which can be as soon as 6 p.m. ET on the day the order is placed. Schools are charged a \$13 fee for each unused exam. This fee is not assessed for an exam that is replaced by an alternate exam for late testing unless the alternate exam itself goes unused. Additional orders can be placed for no fee, as long as they are submitted before the extension deadline.

Before placing an order, Coordinators should:

- Consult with AP teachers and students to determine the number of exams that need to be ordered for each AP course.
- Check with the appropriate AP teachers to be sure the correct exams are ordered — AP Calculus, Economics, English, Government and Politics, History, Physics, Spanish, and Studio Art each have more than one exam.
- Consult with your school's Services for Students with Disabilities Coordinator to ensure that you are ordering the appropriate materials for these students.
- Consider ordering preadministration materials with the initial exam order. A preadministration session, during which students complete the personal identification sections of their registration answer sheets for the regularly scheduled exams, will save students time on exam day.

## Guidelines on Students' Choice of Exams

The AP Program does not require students to take an AP course before taking an AP Exam. Students may take as many AP Exams as they want, with the following qualifications:

- Students may not take both Calculus AB and Calculus BC within the same year.
- A student may not take an exam more than once in the same year; however, a student may repeat an exam in a subsequent year. In such cases, both scores will be reported unless the student requests that one be withheld or canceled.

Note: Students who previously took the AP Latin: Vergil Exam may take the AP Latin Exam in 2012-13.

## Ordering AP Exams

- If a student wants to take two exams scheduled at the same time, he or she must take an alternate form of one of the exams during the late-testing administration.
- A student may submit more than one AP Studio Art portfolio as long as not more than one of each type of portfolio is submitted. (For instance, a student may not submit two Drawing portfolios in the same year.) There must be no duplication of works among the portfolios, and portfolios cannot be combined. The AP Coordinator must order a separate exam and collect a separate fee for each type of portfolio.

### Order Exams for Students with Disabilities

**In order to use accommodations on AP Exams, students must request and receive approval for accommodations from the College Board Services for Students with Disabilities (SSD).** Nonstandard exam formats, such as Braille or large type, must be ordered by the AP Coordinator.

Students with documented disabilities who have not yet been approved for accommodations should work with your school's SSD Coordinator to apply for them well before the AP Exam administration. Your SSD Coordinator requests and manages the accommodations online. Detailed information regarding SSD processes is available at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd). Information about requesting accommodations online is available at [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline).

**Please note that it takes approximately seven weeks from the receipt of all necessary documentation for the College Board to determine a student's eligibility for accommodations.** Requests should be submitted by **Feb. 22** to ensure that a decision is made by the April 12 extension ordering deadline (see page 10). Although requests for accommodations submitted after this date may be decided prior to the exam date, there is no guarantee that accommodations will be approved and test materials will be shipped in time for the test.

Coordinators are encouraged to request accommodations well before the established deadlines — as early as a student's first year of high school.

If a student was previously approved for accommodations by the College Board, he or she remains approved and does not need to submit a new request for accommodations. Although accommodations, once approved, are approved for all College Board testing programs (AP, SAT, PSAT/NMSQT), not all approved accommodations are relevant for all tests (e.g., "extended time for math only" would not apply to an AP United States History Exam). Therefore, it is critical that students and schools clearly identify the accommodations that are needed for each test.

Detailed information about making changes to accommodations, approving the transfer of accommodations for students moving from other schools, and other issues concerning students with disabilities can be found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd).

SSD Coordinators can view a list of all students in their school who are approved for accommodations, such as extended time, Braille and 14- or 20-point large-type exams, and large-block (enlarged) answer sheets at any time, on SSD Online, and should work with the AP Coordinator to order nonstandard format exams.

- If the only accommodation that a student has been approved for is extended time, the AP Coordinator should order a regular-format exam, as would be done for any other student.
- Because students with extended time test in separate rooms, make sure to order extra master CDs (e.g., listening, presentational writing, sight-singing, speaking) for the applicable world language and Music Theory exams if you have students taking these exams with this accommodation.
- AP Coordinators should make sure to order AP Student Packs for all students, including those with disabilities, when placing the online order.

## Order Exams for Home-Schooled Students and Students Whose Schools Do Not Offer AP

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The AP Program encourages schools to assist home-schooled students and students whose schools do not offer AP, because these students and their parents cannot order or administer AP Exams. Home-schooled students and students whose schools do not offer AP can arrange to test at participating schools by following the steps below:

- Contact AP Services no later than **March 1** to get the names and telephone numbers of local AP Coordinators who may be willing to arrange testing for students outside the school or district.
- Contact the Coordinators identified by AP Services no later than **March 15** to determine if one of them is able to arrange testing of students outside the school or district.

Students should inform each Coordinator they contact that they are trying to locate a school willing to administer exams to home-schooled students or students whose schools do not offer AP. Students should communicate which exams they plan to take and what testing accommodations (if applicable) will be needed.

Schools that agree to administer exams to these students should note the following:

- Coordinators are responsible for confirming the exams these students plan to take, ordering the necessary exam materials, and informing the students of when and where to take the exams.
- Coordinators should collect and submit these students' exam fees with the rest of those from the Coordinator's school.
- Coordinators may negotiate a higher exam fee with these students to recover additional proctoring or administration costs.
- Coordinators should remind these students to bring valid photo identification, which must be checked on exam day.
- Because these students will be using a different school code, their exam scores will not be included with the administering school's score reports.
- Any home-schooled student with documented disabilities must first be approved for testing accommodations by submitting an accommodations request and supporting documentation to the College Board. Complete information is available at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd). The student must also notify the school that accommodations may be needed.

## Order Alternate Exams for Late Testing

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Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing, which may be administered only on the scheduled dates and at the scheduled times during the late-testing period. See the back foldout panel for the 2013 late-testing schedule.

Coordinators must order alternate exams for late testing online. See page 10 for ordering deadlines. When the cause of late testing is beyond the control of the school and the students, there is no additional fee for using the alternate form of the exam. In other instances, an additional \$40 is charged for each exam to partially defray the additional development and scoring costs. Schools may be charged the \$40 per-exam fee for instances in which retesting is necessary because of testing irregularities or security violations. The complete list of circumstances for which the AP Program authorizes schools to conduct late testing is published in the *AP Coordinator's Manual*.

## Collect Exam Fees

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Coordinators are responsible for collecting exam fees from students. Checks and money orders should be made payable to the school administering the exam, not the College Board.

## Exam Fees

The fee for each exam is \$89, with schools retaining an \$8 rebate per exam. See the Summary of Fees table on page 28 for 2013 international exam fees. The amount schools collect from students, however, may vary under certain circumstances:

- Schools may be charged an additional \$40 per exam for alternate exams administered during the late-testing period, depending on the reasons for late testing. The complete list of circumstances for which the AP Program authorizes schools to conduct late testing is published in the *AP Coordinator's Manual*. Schools may ask students to pay part or all of this additional fee.
- Schools administering exams to home-schooled students or students from other schools may negotiate a higher fee to recover the additional proctoring and administration costs.
- College Board fee reductions and state and federal subsidies are available for students with financial need.

## Fee Reductions

The College Board provides a \$28 fee reduction per exam for students with financial need. For each eligible student, schools should also forgo their \$8 rebate. Thus, eligible students pay \$53 per exam. Complete information about eligibility criteria and the procedure for claiming fee reductions is available at [www.collegeboard.org/apfeereductions](http://www.collegeboard.org/apfeereductions).

In addition, most states offer exam subsidies to cover all or part of the remaining cost. Information about these state-specific contributions is posted on [www.collegeboard.org/apexamfeeassistance](http://www.collegeboard.org/apexamfeeassistance) in February.

## Rebates for AP Coordinators with Large AP Programs

To provide large-volume AP schools with additional support, the College Board will send rebates to them in October (to the attention of the AP Coordinator, payable to the school) for discretionary use in hiring temporary staff to assist with the AP Exam administration, providing an honorarium or professional development funds for AP Coordinators or covering other expenses associated with managing an AP program. Because the complexity of an AP Coordinator's work varies directly with the number of exams administered, the amount of the rebate varies proportionately: \$250 for schools giving 150–499 exams; \$500 for schools giving 500–749 exams; \$1,000 for schools giving 750–999 exams; \$1,500 for schools giving 1,000–1,999 exams; and \$3,000 for schools giving 2,000 or more exams.

The following briefly describes key procedures related to the AP Exam administration in May. Details about all aspects of administering AP Exams are provided in the *AP Coordinator's Manual*, available at [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator) in November and sent to participating schools in December.

## Check and Store Exam Materials

Exams are sent to the AP Coordinator and arrive at the school in mid to late April. Alternate exams for late testing will arrive in May. Within 24 hours of receiving the exam materials, the Coordinator must check the contents of the shipment. This procedure for receiving and checking exam materials must take place in a secure area with only authorized personnel present; the exam cartons must then be resealed, your name signed across the tape, and placed in secure, locked storage. If there is a discrepancy between the exams received and the exams ordered, the Coordinator should contact AP Services immediately. AP Studio Art portfolios are not secure exam materials and should be given to the AP Studio Art teacher after they have been inventoried. (See instructions for AP Studio Art in the *AP Coordinator's Manual*.)

## Preserve Exam Security

The AP Program must provide all students with an equal opportunity to demonstrate their knowledge and skills, but can guarantee reliable and valid assessment only when all students test under the same conditions, without prior knowledge of exam questions. Therefore, the AP Program has implemented several policies designed to reduce potential security risks and maintain fairness. While the following are the key policies that help ensure the fairness and security of AP Exam administrations at all schools, Coordinators must follow the complete administration instructions and security procedures detailed in the *AP Coordinator's Manual* and in the *AP Exam Instructions* book.

Schools that knowingly or unknowingly violate these policies may not be permitted to administer AP Exams in the future and may be held responsible for any damages or losses the College Board and/or ETS incur in the event of a security breach. Any breach of exam security, however minor, must be reported to the Office of Testing Integrity. See the inside back cover for contact information.

## Exam Schedules

An AP Exam may be administered only on its scheduled date, at the set time. See the back cover for the 2013 exam schedule. **Early testing is not permitted under any circumstances.** Proctors may allow students to enter the testing rooms to complete the personal identification portion

# Administering AP Exams

of their answer sheets before an exam's official start time, but the actual AP Exam booklets may not be opened before the set times under any circumstances.

Each AP Exam features a security statement on the front cover that the student must sign to affirm that the exam was administered on the date and time indicated on the covers, that the multiple-choice items will not be disclosed, and that he or she will discuss the free-response questions only if the specific questions on the exam are released on the College Board website 48 hours after the exam administration.

## Discussion of Exam Content

No one, other than the students as they are taking the exam, is allowed access to the multiple-choice questions at any time. This section is always kept secure because some questions are reused for purposes of establishing test reliability among forms over time. It is for this reason that students seal the multiple-choice booklets at the end of the administration and are not permitted to share information about these questions with anyone (including their AP teachers) after the exam is over. The entire multiple-choice section, including content and questions, must never be shared, copied or reconstructed by students or teachers after the exam.

A subset of students will receive exam forms or questions that will not be released on the College Board website. For most exams, the free-response questions appear in the Section II exam booklet. Free-response questions for some exams (e.g., U.S. History) will appear in an additional Section II booklet, which must be returned to the AP Program. Students and educators may discuss **only** the specific free-response questions that are released on the College Board website 48 hours after the exam administration. Discussion of these questions may not begin until that time. If the free-response questions in the exam are not released, they may never be discussed. The free-response section of the alternate form of the exam used for late testing is not released and may never be discussed or shared in any way.

## Access to Exams

AP teachers may not serve as AP Coordinators, proctors, readers or scribes at an exam in their subject area.

Teachers, college faculty or instructors, department chairs, tutors, individuals involved in test-preparation services, or educators of any kind (including, but not limited to, curriculum specialists, school counselors or administrators) must not take, or review the content of, an AP Exam.

Making photocopies of any portion of any exam is strictly prohibited. No one, except the students as they take the exam, should see the exam content.

AP Exam materials (with the exception of Studio Art portfolios and Setup CDs for AP Chinese and Japanese) must always be kept in locked storage (not accessible to students or teachers) before and after the exam administration. Before dismissing students, the proctor must account for all exam booklets, answer sheets, tapes and CDs. All students must be dismissed from the testing room at the same time. However, for exams that use special equipment and may require multiple groups of students to record speaking responses at different times, those students may be dismissed when their group completes the last section of the exam. These exams include: AP Spanish Language, and AP French, AP German, and AP Italian Language and Culture. Music Theory students may be dismissed individually after they complete their sight-singing performance.

Either the AP Coordinator or a designated proctor must be present at all times in every room in which AP Exams are being administered. No one else, other than those testing, should be in the room before, during or immediately following the exam. All secure exam materials (including used and unused exam booklets and master CDs) must be returned to the AP Program.

## Exam Room

Prohibited in the exam room: Electronic equipment (cell phone, tablet computer, etc.), portable listening or recording devices (MP3 player, iPod, etc.), cameras or other photographic equipment, devices that can access the Internet, and any other electronic or communication device. A student observed with any of these devices during testing or breaks may be dismissed from the exam room, and the device may be confiscated.

Refer to the *AP Coordinator's Manual* for a complete list of what students should not bring to the exam room.

## Choose Proctors

Only the AP Coordinator and any designated proctors may handle secure exam materials before and following the AP Exam administration. Proctors must be responsible adults; they may not be high school students. Teachers, AP or other, may only serve as proctors for exams in a subject area other than the one they teach. For example, a ninth-grade English teacher may not proctor an AP English Exam, but could proctor an AP Biology Exam. The only exception to this policy is AP Studio Art — the AP Studio Art teacher should be present when 2-D Design and Drawing students assemble the Quality sections of their portfolios, which consist of five actual artworks. Proctors may be educational professionals, substitute teachers or members of the administrative staff.



# Administering AP Exams

To avoid a conflict of interest, proctors must not be involved in:

- Any AP Exam preparation, coaching or tutoring activities, whether public or private.
- Handling materials for the administration of an AP Exam that an immediate family or household member will take.

See the “Preparing Proctors” section of the *AP Coordinator’s Manual* for more information.

## Select Testing Sites and Testing Rooms

Most AP Exams are given in a school’s classrooms, library, gym or cafeteria. The rooms chosen for administering AP Exams should provide the best possible conditions for a student’s performance. Disruptive events, such as fire drills, should be scheduled for another time. A clock should be clearly visible to all students.

## Off-Site Testing

Community facilities may also be used if the rooms are appropriate in size and configuration, and all security procedures can be followed. Some schools prefer testing in community centers, church halls, hotels, public libraries or local colleges to avoid disruptions.

If schools are testing students off-site, Coordinators or proctors may not take the exams home, store them in their cars or store them in off-site locations.

## Obtain Special Equipment

Some exams require special equipment. Detailed information about these requirements can be found in the *AP Coordinator’s Manual* and/or the *AP Exam Instructions* book.

Please note that:

- The AP Music Theory Exam, AP Spanish Language Exam, and AP French, German, and Italian Language and Culture Exams require compact disc players and either digital or cassette tape-recording equipment, depending on a school’s exam administration preferences. Recording on microcassettes is not permitted. If desired, the speaking or sight-singing portions of these exams may be administered in a language or computer lab. Schools that choose to record student responses on computer in MP3 format should go to [www.collegeboard.org/apcoordinator](http://www.collegeboard.org/apcoordinator) after March 15 for information about recording software and specific exam instructions.

- The AP Spanish Literature and Culture Exam requires a compact disc player. Recording equipment is not needed since there is no recording of audio responses for this exam.
- The AP Chinese Language and Culture and Japanese Language and Culture Exams are delivered on CD, and have specific hardware and software requirements, including headphones. Refer to the *AP Coordinator’s Manual* for details.
- The AP Biology, Calculus, Chemistry, Physics and Statistics Exams allow the use of a calculator on all or selected portions. Visit [www.collegeboard.org/ap/calculatorpolicy](http://www.collegeboard.org/ap/calculatorpolicy) for details.
- The AP Studio Art Exam includes an online portfolio submission component. Students, teachers and Coordinators must have access to a computer with an Internet connection in order to create and submit the digital sections of the AP Studio Art portfolio. A digital camera is also needed to capture digital images of students’ artworks.

## Return AP Exams

All secure AP Exam materials (including used and unused exam booklets and master CDs) must be shipped before the close of the business day following the day of the school’s last scheduled exam of a particular AP Exam administration period (i.e., regular or alternate). For example, a school that administers its last regularly scheduled exam on a Friday must return its exams on the following Monday. Exams administered on the regularly scheduled exam dates should be returned in one shipment, except if a school has elected the split shipment option. Schools ordering more than 150 exams may select the split shipment option when placing their initial order, which allows them to return all of their first week’s AP Exam materials at the beginning of the second week of testing, rather than storing the exams for the entire two weeks of testing.

Exam materials must be packed in the special cartons in which they were received. Using other cartons may delay receipt or result in a damaged shipment causing lost exam materials. The *AP Coordinator’s Manual* provides detailed instructions for packing and returning all exam materials.

## Pay for AP Exams

June 15 is the postmark deadline for AP Exam payments and invoices. To calculate their payment, AP Coordinators must go to the AP Exam Ordering website at [www.collegeboard.org/school](http://www.collegeboard.org/school) and follow the instructions for generating, printing and returning their invoices with payment.

## Overview of AP Exam Scores

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Each AP Exam score is a weighted combination of the student's scores on the multiple-choice section and the free-response section. The final score is reported on a 5-point scale. Although colleges and universities are responsible for setting their own credit and placement policies, AP scores offer a recommendation on how qualified students are to receive college credit or placement:

- 5 = extremely well qualified
- 4 = well qualified
- 3 = qualified
- 2 = possibly qualified
- 1 = no recommendation

The AP Program periodically conducts studies to compare the performance of AP students with the performance of college students in parallel courses. For most AP subjects, results indicate that:

- AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course.
- AP Exam scores of 4 are equivalent to grades of A-, B+ and B in college.
- AP Exam scores of 3 are equivalent to grades of B-, C+ and C in college.

## AP Score Reporting

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AP score reports are provided in July to designated colleges, students, high schools and districts. The reports are cumulative and include scores for all the AP Exams a student has ever taken, unless the student has requested that one or more scores be withheld from a college, or canceled. Although most AP score reports are provided in July, some reports take longer to process because of problems with identification information or the late arrival of materials from the testing location. Students who have not received a score report by Sept. 1 should contact AP Services.

## Coming in 2013: Online Scores for Students

AP is working on a new online score reporting system for students, where they will be able to view, print and download their AP score reports and order and pay for score sends. We hope to launch this online service in the summer of 2013. This fall, updates will be sent to educators and posted on our website.

## Reports, Services and Awards for Students

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Each student automatically receives an AP score report that lists the student's cumulative AP Exam scores and any colleges to which his or her scores were sent. On the first AP answer sheet students fill out, they can indicate a college or university to receive their score report. If students want to send a score report to a college at a later time, they can do so.

**Details on how and when students will get their scores and send their scores to colleges will be posted to [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) in the fall.**

The following additional score reporting services and awards are available to students. See page 29 for applicable fees.

- **Score Withholding:** Students can withhold one or more scores from the college specified on their AP answer sheet.
- **Score Cancellation:** Students can delete a score permanently from their records.
- **Free-Response Booklets:** Students can request their free-response booklets from the 2013 exam administration. No comments, corrections or scores are included. Booklets for exams whose free-response questions are not released on the College Board website (e.g., late-testing exams) are not available.
- **Multiple-Choice Rescore Service:** Students can request to have their multiple-choice answer sheets rescored by hand.
- **AP Scholar Awards:** Each September, through the AP Scholar Awards, the College Board recognizes high school students who have demonstrated exemplary college-level achievement on AP Exams. Certificates are sent directly to students who qualify, and a roster of award recipients is provided online to their secondary schools and districts. For more information, visit [www.collegeboard.org/apscholar](http://www.collegeboard.org/apscholar).
- **The AP International Diploma (APID)** is a globally recognized certificate that challenges students to display exceptional achievement across several disciplines. For more information regarding the APID, visit [apcentral.collegeboard.org/apid](http://apcentral.collegeboard.org/apid) (educators) or [www.collegeboard.org/apid](http://www.collegeboard.org/apid) (students).

Students can find additional information on score reporting services and awards in the *Bulletin for AP Students and Parents*, in the *AP Student Pack* and at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents).



## Reports and Services for Schools

Schools access their score reports online at [scores.collegeboard.org](https://scores.collegeboard.org). For more information about the reports and who has access to them, visit [www.collegeboard.org/onlineapscores](https://www.collegeboard.org/onlineapscores).

### Score Reports Available Online

Each school automatically receives the score reports listed below:

- **AP Instructional Planning Report**  
The AP Instructional Planning Report compares students' performance in the multiple-choice and free-response sections and on specific topics in each AP Exam to the performance of all students, helping teachers target areas for increased attention and focus in the curriculum.
- **Subject Score Roster**  
This roster is available for each AP subject at your school, listing all students and their AP scores in that subject.
- **School Score Roster**  
This cumulative roster lists all AP students at your school who tested during a specific administration and their AP scores.
- **School Scholar Roster**  
This roster shows all AP students who earned an AP Scholar Award, and their AP Exam scores.
- **Student Score Report**  
This report contains individual, cumulative reports for each AP student at your school, listing scores for each AP Exam taken by that student.
- **Student Datafile**  
This downloadable file contains student score report data for each AP student who tested during the most recent exam year. This information can be uploaded to other systems, or used for internal analysis and planning. Instructions for formatting the files for MS Excel are available at [www.collegeboard.org/apdatafile](https://www.collegeboard.org/apdatafile).
- **Current Year Score Summary**  
This report shows the total number of each AP score (1 to 5) for each AP subject offered at your school.
- **Five-Year School Score Summary**  
This report contains five years of data at the school, state and global levels. It also provides subject-specific summaries of total exams, scores and mean scores.
- **School Summary by Student Demographics**  
Report summarizing AP Exams at your school by students' grade level, ethnicity, gender and fee-reduction status. Comparisons include number of exams, score, mean score and standard deviation.

- **School Summary with Comparable Groups**  
Report comparing AP Exams at your school to those of comparable groups (i.e., state, nation, global). Comparisons include number of exams, score, mean score and standard deviation.
- **AP Equity and Excellence Report**  
This report displays the percentages of your school's entire 10th-, 11th- and 12th-grade classes who scored a 3 or higher on at least one AP Exam, and the percentage of the senior class that scored a 3 or higher on at least one AP Exam during high school.
- **College and University Totals**  
This report lists which colleges and universities received your students' AP scores.

### Additional Score Reporting Services

In addition to the score reports available automatically online, schools can order score report labels and free-response booklets at [www.collegeboard.org/school](https://www.collegeboard.org/school).

- **Score Labels**  
Individual schools may order their students' scores on pressure-sensitive labels that attach to student records. Each label contains the student's name, Social Security number or birth date, the AP Exams taken, the years in which the exams were taken, and the scores received. The labels are sent in mid-July and cost \$75 per set.  
  
Schools are responsible for maintaining student privacy and the confidentiality of AP scores. Only students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions; doing so may result in a violation of students' rights and expose schools to potential lawsuits. To avoid this possibility, the AP Program strongly suggests that schools institute one of the following procedures:
  - Affix the AP score label to the back of the transcript and copy only the front of the transcript when sending it to colleges.
  - Have students sign a release permitting the school to put the score report label on the front of the transcript. Keep the signed releases with students' files.

### ■ Free-Response Booklets

Schools may request their students' free-response booklets (paper format). Schools that plan to make this request should note that their order includes the entire school's booklets minus those requested by students. Schools cannot limit their order to booklets for certain students or certain exams. No comments, corrections or scores are included.

Free-response booklets are not available for exams whose free-response questions are not released on the College Board website 48 hours after the exam administration (e.g., late-testing exams).

The fee is based on the number of booklets received by the school:

- 1–20: \$50
- 21–50: \$100
- 51–100: \$150
- More than 100: \$250

Schools can order free-response booklets on the AP Exam Ordering website, and the deadline for ordering is Sept. 15. The booklets are sent to schools beginning in mid-October; schools should receive the booklets no later than mid-December.

## Reports and Services for School Districts

School districts can access AP score reports for free online at [scores.collegeboard.org](https://scores.collegeboard.org). Hard-copy score reports are no longer available for districts.

Authorized district administrators have access to the following reports for the schools in their district: AP Instructional Planning Report, subject score roster, school score roster, school Scholar roster, student datafile, current year score summary, five-year school score summary, school summary by student demographics, school summary with comparable groups, AP Equity and Excellence report, and college and university totals. See pages 24 and 25 for descriptions of these reports. Reports are available by individual school, in aggregate or both.

In addition to the reports listed above, districts also have access to the following summary reports online:

### ■ District Summary by School

Contains a summary of the total numbers and percentages of each AP score (1 to 5) by subject in your district, and total number of exams, by subject, given by each school in your district.

### ■ District Summary by Student Demographics

Includes summaries of AP scores in your district by grade level, ethnicity, gender and fee-reduction status. These summaries are also available by individual school, in the school summary by student demographics report.

### ■ District Summary with Comparable Groups

Compares AP scores in your district to comparable groups overall (i.e., state, nation, global). Comparisons include mean score, standard deviation, and number of schools per exam. These summaries are also available by individual school, in the school summary with comparable groups report.

For more information visit

[www.collegeboard.org/apdistrictscores](https://www.collegeboard.org/apdistrictscores).

## Summary of Fees

### Exam Fees

School Participation	<b>No fee</b>
Exam Fee (per exam) (school retains \$8 rebate)	<b>\$89</b>
International Exam Fee* (per exam) (school retains \$8 rebate)	<b>\$117</b>

\*Applies to exams administered at schools outside of the United States, U.S. territories and commonwealths, and Canada, with the exception of U.S. Department of Defense Dependents Schools (DoDDS).

Fee for Exams administered at Authorized Test Centers Outside of the U.S. (per exam)	<b>Varies</b>
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Fee-Reduced Exams (per exam) The College Board provides a \$28 fee reduction per exam for students with financial need. Schools are also expected to forgo their \$8 rebate for these exams. Most states use federal and/or state funds to supplement the College Board fee reduction. The fee reductions available in each state can be found at <a href="http://www.collegeboard.org/apexamfeeassistance">www.collegeboard.org/apexamfeeassistance</a> in February.	<b>\$53</b>
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Alternate Exams for Late Testing Reason: Emergency or circumstance beyond the control of the student and the school; conflict with other AP Exams; etc.	<b>No late-testing fee</b>
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Reason: School mistake, student conflict, etc. (additional fee per exam) (Students qualifying for the College Board fee reduction will not be charged the late-testing fee.)	<b>\$40</b>
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Unused Exams (per exam)	<b>\$13</b>
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### Late Fees

Late Orders for each order received after extension deadline (excluding alternate exam orders)	<b>\$50</b>
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Late Exam Return for each exam in shipments received after June 1	<b>Twice the exam fee</b>
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Late Payment for payments postmarked after June 15	<b>\$200</b>
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## Reports and Reporting Services

### Students

Initial Score Report	<b>No fee</b>
Additional Score Report	<b>*</b>
Rush Score Report	<b>*</b>
Free-Response Booklet (per booklet)	<b>\$7</b>
Multiple-Choice Rescore Service (per exam)	<b>\$25</b>
Score Withholding (per score, per college)	<b>\$10</b>
Score Cancellation	<b>No fee</b>

Details on how and when students will get their scores and send scores to colleges will be posted at [www.collegeboard.org/apstudents](http://www.collegeboard.org/apstudents) in the fall.

\* Fees for additional and rush score reports will be announced later in the school year.

### Schools

Online Score Reports	<b>No fee</b>
Score Labels (per set)	<b>\$75</b>
Free-Response Booklets	
1–20 booklets	<b>\$50</b>
21–50 booklets	<b>\$100</b>
51–100 booklets	<b>\$150</b>
More than 100 booklets	<b>\$250</b>

### School Districts

Online Score Reports	<b>No fee</b>
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### Colleges and Universities

Internet Delivery of Scores (but software is necessary)	<b>No fee</b>
Score Reports on CD	<b>\$50</b>
Follow-Up Score Reporting (per year)	<b>\$110</b>

## On the Web

### College Board Website for Education Professionals

The College Board's website for education professionals serves as the online home for AP Coordinators and school administrators. The "Testing" section ([www.collegeboard.org/ap/testing](http://www.collegeboard.org/ap/testing)) provides a wealth of content, tools and downloads to help schools administer AP Exams.

### AP Central®

AP Central® ([apcentral.collegeboard.org](http://apcentral.collegeboard.org)) is the College Board's online home for AP teachers. The site is free for all users and features content written by AP teachers for AP teachers.

### AP Credit Policy Information

Students can find colleges with AP credit policies online by visiting AP Credit Policy Info at [www.collegeboard.org/ap/creditpolicy](http://www.collegeboard.org/ap/creditpolicy).

### Share AP

Counselors can find resources to help them inform and inspire students considering AP courses and exams at [www.collegeboard.org/shareap](http://www.collegeboard.org/shareap).

### Online Score Reports

Schools and districts can access their students' AP scores online at [scores.collegeboard.org](http://scores.collegeboard.org).

### SSD Online

Information for Services for Students with Disabilities is available at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd).

### AP Coordinator Community

Beginning this year, all AP Coordinators are encouraged to join the AP Coordinator Community, an online collaboration space moderated by a fellow AP Coordinator, where Coordinators can connect with colleagues, share resources, and discover and exchange ideas. Learn more at [apcommunity.collegeboard.org/web/apcoordinators](http://apcommunity.collegeboard.org/web/apcoordinators).

### AP International University Recognition

More than 600 universities outside the United States, in more than 60 countries, recognize AP for credit, placement and/or admission decisions. A full listing of these institutions, with their policies and current contact information, is available at [www.collegeboard.org/apintl](http://www.collegeboard.org/apintl).

## Professional Development Opportunities

### AP Annual Conference

The AP Annual Conference is the largest gathering of the AP and Pre-AP® communities, AP Coordinators, school counselors, and administrators from across the United States and throughout the world. The 2013 conference will be held Wednesday, July 17, through Sunday, July 21, in Las Vegas, NV. Visit [apac.collegeboard.org](http://apac.collegeboard.org) for details.

### Workshops and Summer Institutes for AP Teachers

The College Board offers AP professional development workshops throughout the academic year. Each workshop concentrates on the teaching of a specific AP subject, with the focus on instructional strategies and the management of an AP course.

AP Summer Institutes are intensive, subject-specific sessions held at colleges and universities, usually conducted over the course of a week. They provide in-depth preparation for teaching AP courses.

Visit [apcentral.collegeboard.org/events](http://apcentral.collegeboard.org/events) for details. Information on opportunities outside the United States may be found at [professionals.collegeboard.org/prof-dev/international](http://professionals.collegeboard.org/prof-dev/international).

### College Board Fellows Program

The College Board Fellows Program provides scholarships for secondary school teachers planning to teach AP courses in schools that serve students who have been traditionally underrepresented in AP classes. The \$1,000 scholarships assist teachers with the cost of attending an AP Summer Institute. To qualify, a school's student population must be composed of at least 50 percent traditionally underrepresented minority students or at least 50 percent students who qualify for free or reduced-price meals. Scholarship applications will be available online this fall at [www.collegeboard.org/apfellows](http://www.collegeboard.org/apfellows). Applications must be submitted by Feb. 15, 2013.

### Free AP Coordinator Workshops

The College Board encourages AP Coordinators to take advantage of free one-day workshops that cover all aspects of the AP Exam administration. The workshops are held in each College Board region throughout the year. AP Coordinators can visit [apcentral.collegeboard.org/events](http://apcentral.collegeboard.org/events) to register. AP Coordinators can also visit [www.collegeboard.org/apcoordinator tutorial](http://www.collegeboard.org/apcoordinator tutorial) for an online tutorial covering their responsibilities before, during and after the AP Exam administration.

## Materials and Resources for AP Teachers

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### Course Audit

Teachers of authorized AP courses have access to the following resources through their AP Course Audit accounts at [www.collegeboard.org/apcourseaudit](http://www.collegeboard.org/apcourseaudit):

- Annotated sample syllabi
- Syllabus development guides
- Syllabus self-evaluation checklist
- List of example textbooks
- Practice exam

### AP Course Home Pages

Each AP subject has a Course Home Page ([apcentral.collegeboard.org/coursehomepages](http://apcentral.collegeboard.org/coursehomepages)) which features up-to-date information on the courses and exams, such as official course descriptions and released exams. In addition, there are articles and reviews of materials written by AP teachers.

### Revised AP Courses

The AP Program is working with teachers and college faculty to revise several AP courses. The following revised courses launch in fall 2012:

- AP Biology
- AP Latin
- AP Spanish Literature and Culture

The Advances in AP website has information on upcoming course changes. [advancesinap.collegeboard.org](http://advancesinap.collegeboard.org)

### AP Teacher Communities

An online collaboration space, moderated by fellow educators, where AP teachers can connect with colleagues, share classroom-ready materials and discover and exchange ideas.

Learn more at [apcommunity.collegeboard.org](http://apcommunity.collegeboard.org).

# Contacts

## AP Services

P.O. Box 6671  
Princeton, NJ 08541-6671  
877-274-6474 (toll free in the United States and Canada)  
609-771-7300  
610-290-8979 (fax)  
Email: [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

Call Center Hours  
M–F, 8 a.m. to 4:45 p.m. ET  
April 22 to May 24, 2013, M–F, 7 a.m. to 8 p.m. ET

## Office of Testing Integrity

P.O. Box 6671  
Princeton, NJ 08541-6671  
609-406-5427  
609-406-5441  
609-406-9709 (fax)  
Email: [tsreturns@ets.org](mailto:tsreturns@ets.org)

## College Board Services for Students with Disabilities

P.O. Box 6226  
Princeton, NJ 08541-6226  
800-257-5123 (for school staff in the United States and Canada)  
609-771-7137 (for all students and parents; and for school staff outside the United States and Canada)  
609-882-4118 (TTY)  
Email: [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)

## AP Course Audit

877-APHELP-0 (toll free in the United States and Canada)  
541-246-2500

## International Services

45 Columbus Avenue  
New York, NY 10023-6992  
212-373-8738  
Email: [international@collegeboard.org](mailto:international@collegeboard.org)

## AP Canada

2950 Douglas Street, Suite 550  
Victoria, BC, Canada V8T 4N4  
800-667-4548 (toll free in Canada)  
250-472-8561  
250-472-8655 (fax)  
Email: [gewonus@ap.ca](mailto:gewonus@ap.ca)

## Checklist of Deadlines

<b>Sept. 15</b>	<input type="checkbox"/>	Deadline for ordering free-response booklets.
<b>Oct. 31</b>	<input type="checkbox"/>	Deadline for students to request Multiple-Choice Rescore Service.
<b>Nov. 15</b>	<input type="checkbox"/>	Deadline for schools to return the AP Participation Form and Participation Survey.
<b>Jan. 31</b>	<input type="checkbox"/>	Deadline for first-time AP Course Audit submissions, all renewals, removal of teachers and courses, and all AP Course Audit form approvals for 2012-13 courses.
<b>Feb. 22</b>	<input type="checkbox"/>	Deadline for submitting requests for testing accommodations for students with disabilities.
<b>March</b>	<input type="checkbox"/>	Schools may begin submitting AP Course Audit materials for new courses offered in 2013-14.
<b>March – May</b>	<input type="checkbox"/>	Exam ordering deadlines. See page 10.
<b>June 1</b>	<input type="checkbox"/>	Deadline for AP Services to receive all exam materials.
<b>June 15</b>	<input type="checkbox"/>	Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$200 fee.
	<input type="checkbox"/>	Deadline for AP Services to receive student letters to change college score report recipients and to withhold or cancel scores for the current year's administration.

# 2013 Late-Testing Schedule

Day	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
<b>Wednesday, May 22</b>	German Language and Culture Macroeconomics Music Theory Statistics United States Government and Politics United States History	Comparative Government and Politics English Language and Composition Environmental Science French Language and Culture Microeconomics World History	
<b>Thursday, May 23</b>	Art History Calculus AB Calculus BC Computer Science A	Chemistry Chinese Language and Culture European History Human Geography Spanish Language	
<b>Friday, May 24</b>	English Literature and Composition Italian Language and Culture Japanese Language and Culture Physics B Psychology	Biology Latin Physics C: Mechanics Spanish Literature and Culture	Physics C: Electricity and Magnetism

## Please note:

- Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time, and the afternoon exam administration between 11 a.m. and 12 noon local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.

## About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT<sup>®</sup> and the Advanced Placement Program<sup>®</sup>. The organization also serves the education community through research and advocacy on behalf of students, educators and schools.

**For further information, visit [www.collegeboard.org](http://www.collegeboard.org).**

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# 2013 AP<sup>®</sup> Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 noon	
<b>Monday, May 6</b>	Chemistry Environmental Science	Psychology	
<b>Tuesday, May 7</b>	Computer Science A Spanish Language	Art History	
<b>Wednesday, May 8</b>	Calculus AB Calculus BC	Chinese Language and Culture	
<b>Thursday, May 9</b>	English Literature and Composition	Japanese Language and Culture Latin	
<b>Friday, May 10</b>	English Language and Composition	Statistics	
	Studio Art — Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.		
Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
<b>Monday, May 13</b>	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
<b>Tuesday, May 14</b>	United States Government and Politics	Comparative Government and Politics French Language and Culture	
<b>Wednesday, May 15</b>	German Language and Culture United States History	European History	
<b>Thursday, May 16</b>	Macroeconomics World History	Italian Language and Culture Microeconomics	
<b>Friday, May 17</b>	Human Geography Spanish Literature and Culture		

## Please note:

- Coordinators are responsible for notifying students when and where to report for the exams. Early testing or testing at times other than those published by the College Board is not permitted under any circumstances.
- Coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- Schools in Alaska must begin the morning exam administration between 7 and 8 a.m. local time, and the afternoon exam administration between 11 a.m. and 12 noon local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.

