CollegeBoard AP®

2020-21 AP® Coordinator's Manual

Part 1

INCLUDES:

- Updates for 2020-21
- 2021 AP Exam schedule
- Exam ordering policies and deadlines
- Instructions about exam registration and ordering processes

About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, 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, 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® and the Advanced Placement® Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit **collegeboard.org**.

AP Equity and Access Policy

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 underrepresented. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. College Board also believes that all students should have access to academically challenging coursework 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.

AP Services for Educators

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212-632-1781
610-290-8979 (fax)

Email: apexams@info.collegeboard.org
Email: apexams-intl@info.collegeboard.org
(for educators outside the United States)

AP Services for Students

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AP Services mailing information

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College Board Services for Students with Disabilities

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Email: ssd@info.collegeboard.org

Send eligibility-related mail such as SSD coordinator forms or applications for accommodations to:
College Board SSD
P.O. Box 7504
London, KY 40742-7504

866-360-0114 (fax)

Office of Testing Integrity (OTI)

Contact OTI if you discover or suspect any issues related to the security of your school's exams

P.O. Box 6671
Princeton, NJ 08541-6671
833-435-7684 (toll free in U.S., U.S. Territories, and Canada)
609-406-5430
609-406-9709 (fax)
Email: tsreturns@ets.org
Test Security Web Hotline: collegeboard.org/reportcheating

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Contents

1 **Welcome Letter**

2 **AP Processes and Resources**
2 For AP Coordinators
3 For AP Teachers
3 For AP Students
4 Setup, Enrollment, and Ordering
5 AP Exam Ordering Dates
6 Frequently Requested Information
6 Ordering Deadlines and Fees
6 Accessing AP Registration and Ordering; Initial Setup
6 Class Sections and Join Codes
6 Ordering Exams
7 Managing Student Enrollment
7 Fee Reductions

8 **Important Updates for 2020-21**
8 Exam Ordering Deadlines
8 Fees
8 Unused/Canceled Exams Fee Won't Be Applied This Year
8 Late Order Fee Waived for Homeschooled Students
9 Update about 2020-21 Publications
9 Learning Opportunities and Resources for AP Coordinators
10 AP Course Audit

11 **Role of the AP Coordinator**
11 Using the *AP Coordinator's Manual*
11 Part 1
12 Part 2

13 **2020-21 AP Coordinator Planning Calendar**

19 **2020-21 SSD Coordinator Planning Calendar**

21 **AP Exam Ordering and Fees: Deadlines and Policies**
21 Fall Ordering Deadlines
22 Ordering Process
22 Exam Fees
24 Whether or Not Fees Apply
25 Example Fee Scenarios
26 Payment Collection and Deadline
26 AP Fee Reduction Policy
27 Fee Reduction Eligibility Criteria
29 Deadline to Indicate Fee Reduction Status
29 State Subsidies
30 Alternate Exams for Late Testing
30 Ordering Alternate Exams
31 Who Is Eligible
31 Late-Testing Circumstances

32 Exams for Students with Accommodations
32 Submitting Requests for Accommodations
33 When to Order Special Exam Formats or Materials
34 Indicating Special Materials or Formats in AP Registration and Ordering
36 Transfer Students To or Out of Your School
37 Courses That Begin After November 13
37 Homeschooled and Independent Study Students, Virtual School Students, and Students from Other Schools
38 Exam Ordering Deadline
38 Class Sections and Exam Only Sections
39 Homeschool, Self-Study, and Online Provider Codes
39 Multischool Exam Centers
40 Additional Master CDs

41 **Subject-Specific Information**
41 AP Art and Design
41 AP Art and Design Exam Orders
41 AP Art and Design Digital Submission Web Application
44 AP Computer Science Principles
45 AP Capstone

46 **Exam Materials: AP ID Label Sheets and Answer Sheets**
46 AP ID Labels
48 Answer Sheet

49 **Accessing and Using AP Registration and Ordering**
49 1. Access the System and Initial Setup
49 AP Registration and Ordering Access Code
51 Initial Setup
56 Completing the AP Participation Form Online
59 AP Participation Survey
60 Accessing AP Registration and Ordering After Completing Setup
61 Student Exam Decision Indicator Setting
65 2. Creating Class Sections
65 Class Sections
68 Exam Only Sections
70 Editing and Deleting Sections
70 Join Codes
73 3. Student Enrollment
73 Signing in to My AP
73 Joining a Class Section
73 For Exam Only Sections
73 Indicating Exam Registration (Only for Advanced Student Exam Decision Indicator Setting)
74 Providing Registration Information
74 Indicating Recipient of Free Score Report
74 Managing Student Enrollment
75 Viewing Student Enrollment
78 Dropping or Moving Students from a Class Section
81 Indicating Transfer Students To or Out of Your School

84 4. Order Finalization
84 Exam Roster Management
87 Changing Student Exam Registration
90 Indicating Alternate Exams for Late Testing
91 Ordering Exam Materials for Students with Accommodations
95 Indicating Student Fee Reduction Status
96 Selecting the Order for AP ID Labels
97 Ordering Additional Master CDs
98 Submitting the Order
99 Submitting Changes to Your Initial Exam Order

100 **Next Steps**
100 Ongoing Exam Order Management
100 Submitting Order Changes
101 Indicating Student Fee Reduction Status
101 Check Students' School Code
101 Receive AP ID Label Sheet Shipments
101 Score Labels and Free-Response Booklets
101 Exam Administration and Post-Exam Tasks

102 **Resources and Tools for AP Teachers and Students**
102 Teacher Access to AP Classroom
103 AP Classroom
105 Creating Class Sections
106 Viewing the Join Code
107 Confirming Students' Exam Registrations
108 Accessing AP Classroom Resources
110 Student Access to My AP and AP Classroom
111 Joining a Class or Exam Only Section
112 Registration Information
113 Indicating Exam Registration (for Advanced Student Exam Decision Indicator Setting Only)
115 Viewing the AP ID
116 Accessing AP Classroom Assignments

117 **AP Teachers: Helping Students Join Your AP Class Section**

119 **AP Students: Joining Your AP Class Section**

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Dear AP Coordinator,

When the 2019-20 school year began, none of us could've anticipated what was in store. We began the year with a transition to new AP resources and processes—and culminated with a pandemic that closed schools around the globe.

Amid these incredible challenges, the power and dedication of the AP community remained unwavering. You and other AP coordinators played a critically important role—quickly adapting to a new system, ensuring deadlines were met, and keeping programs on track. At the same time, AP teachers continued to teach, and students continued to learn.

As we prepare for the upcoming school year, we recognize that schools and their communities are facing a great deal of uncertainty. We also know that your responsibilities may look different in the year ahead. During this time, the AP Program remains focused on supporting schools, whether they're offering in-person or distance learning options.

AP Classroom hosts a comprehensive and integrated system of tools for virtual instruction that can be used anywhere. Beginning September 1, we're introducing new online AP Daily videos, available to teachers and students through AP Classroom. The supports available through AP Classroom will help teachers prepare their students for the opportunity to earn college credit and placement on the AP Exams.

The 2021 AP Exams will be full-length, traditional AP Exams administered in schools. Schools will be able to divide their students across two May testing dates to reduce the number convening for any one exam. At the same time, we're developing a contingency testing option if schools again need to close in May 2021 because of safety concerns. We'll share details about this contingency option in early 2021.

All students should continue to register for their AP Exams in the fall. Given this year's unusual circumstances, we'll waive the $40 per exam cancellation or unused exam fee for any student who decides not to test.

We'll continue to provide guidance, new resources, and professional learning opportunities. And we'll also ensure that updates are shared by email, on our website, social media channels, and educator communities.

As always—and especially during this year—we're grateful for your collaboration and commitment to your students' success.

Thank you,

Trevor Packer

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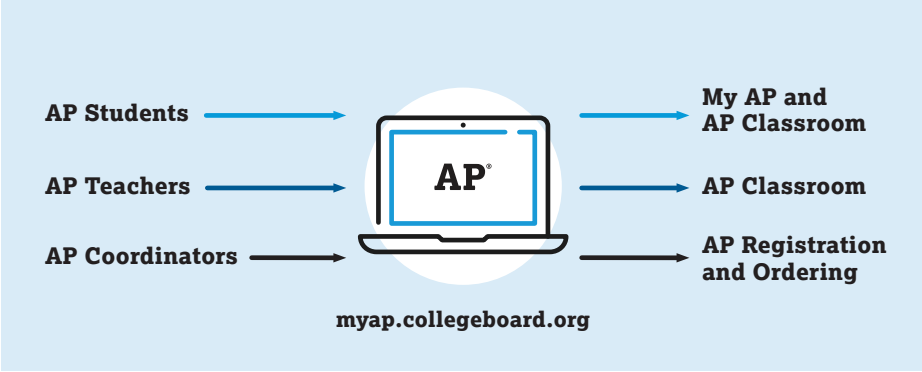
AP Processes and Resources

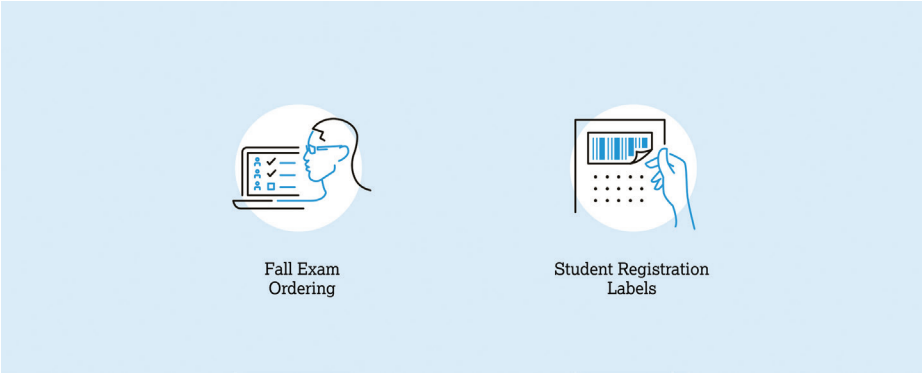
AP® Exam registration takes place in the fall. AP teachers have access to instructional resources in AP Classroom starting on July 1. When students enroll in their class sections online, teachers can begin assigning instructional resources to them through AP Classroom and students can be registered for their AP Exams.

At the beginning of the school year, all AP coordinators, teachers, and students go to **myap.collegeboard.org**. After signing in, they'll arrive at their personalized homepage, which has specific AP information, resources, and tools. After signing in, AP coordinators can access **AP Registration and Ordering** and AP teachers can access **AP Classroom**.



For AP Coordinators

Coordinators use **AP Registration and Ordering**, which they access from their homepage, to organize student exam registrations and manage and submit the exam order. The deadline for submitting exam orders is **November 13, 2020, 11:59 p.m. ET.** See AP Exam Ordering and Fees: Deadlines and Policies (pages 21–40) for details.



When students register for exams, AP coordinators can access **student rosters**. Coordinators then review, adjust, and submit that information as the school's exam order. See Accessing and Using AP Registration and Ordering (pages 49–99) for details.

In the spring, your school will receive a set of personalized **AP ID labels** for each student included in your exam order. AP ID labels connect students' exam materials with their registration information, which minimizes the time spent on bubbling student information before the exam. See Exam Materials: AP ID Label Sheets and Answer Sheets (pages 46–48) for details.

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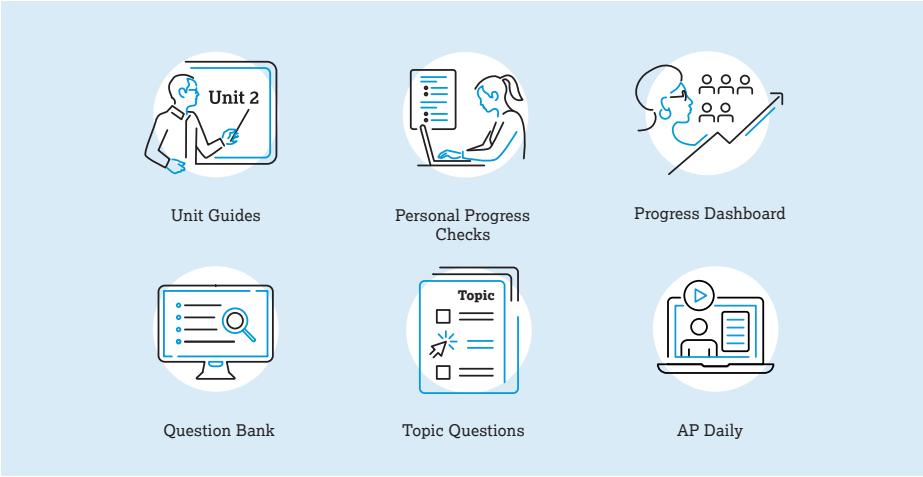
For AP Teachers

Teachers use **AP Classroom** to access and assign free instructional resources. See Resources and Tools for AP Teachers and Students (pages 102–110) for details.



Unit Guides outline all required course content and skills covered on the exam, organized into commonly taught units. Each unit guide will suggest sequence and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.

Personal Progress Checks are made up of formative AP questions that provide feedback on student progress as they complete each unit throughout the year.

Progress Dashboards display results from Personal Progress Checks, providing real-time insights to student achievement and areas to prioritize for additional support.

The **AP Question Bank** is a searchable library of all AP questions that teachers use to build custom practice for their students. Teachers can assign quizzes with formative topic questions or questions from practice or released AP Exams.

Topic Questions are provided so teachers can check understanding as they teach each topic, with rationales to explain correct and incorrect answers to students.

NEW Beginning September 1, 2020, new **AP Daily** videos will be available through AP Classroom. Teachers can choose how to incorporate AP Daily videos into their lessons—whether they're delivering instruction in person, online, or in a blended learning environment.

For AP Students

Students sign in to **My AP** to access AP Classroom and to register for exams. To get started, at the start of the school year (or semester, for second-semester courses) each student joins the class sections online for the AP courses or exams they're taking. Students get individual feedback through Personal Progress Checks and practice questions assigned by their teachers in AP Classroom.

For exam day, students will use their personalized registration labels—AP ID labels—which enable minimal time spent bubbling information on their answer sheets. See Resources and Tools for AP Teachers and Students (pages 110–116) for details.

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Setup, Enrollment, and Ordering

From July 1 through November 13, schools complete four steps to access AP classroom resources and register students for AP Exams. See pages 49–99 for details about these steps. (If your school doesn't offer AP courses, but administers AP Exams or offers AP courses but sends students elsewhere to test, see pages 50–51 for more information.)

Before Classes Begin

1. Access the System

Teachers	access AP Classroom beginning July 1, to support summer planning, and can begin setting up class sections. If teaching a new AP course, teachers submit the AP Course Audit form for administrator approval.
Coordinators and principals	receive the access code by email on August 1. (If you can't locate your access code, call AP Services for Educators at 877-274-6474 or 212-632-1781.)
Coordinator	signs in to **myap.collegeboard.org** using their College Board username and password and enters the access code for AP Registration and Ordering. You will receive a new access code each year.
Coordinator	completes the initial setup steps in AP Registration and Ordering and completes the AP Participation Form.
Coordinator	makes sure new AP teachers have added their courses to the AP Course Audit and had their completed course audit forms approved by the school's AP Course Audit administrator.

2. Class Section Setup

Coordinator	enters any outstanding class sections for all AP classes at their school (and exam only sections, if applicable).
Coordinator	reminds teachers that class sections and join codes are available (skip if your school doesn't offer any courses).

By the first day of class

First day of class

Before the second day of class

Second day of class

3. Enrollment and Use of AP Classroom Resources

Teachers	sign in to **myap.collegeboard.org** using their College Board username and password, and get the unique join code for each class they teach. (Teachers don't need to use an access code.)
Teachers	share the join code with the students in their class along with instructions for signing in and joining the class section: **collegeboard.org/joinapclass**.
Students	sign in to **myap.collegeboard.org** and enroll in their AP class sections or exam only sections, using the unique join code for each. Students that don't already have a College Board account should create one.
Teachers	begin using AP Classroom resources with their students.

By November 13, 11:59 p.m. ET (October 2 preferred)

4. Order Finalization

Coordinator	organizes the exam roster and submits the exam order by the November 13 final exam ordering deadline. (Spring course orders and fall order changes must be submitted no later than March 12, 2021, 11:59 p.m. ET.)

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AP Exam Ordering Dates

The following are the key dates related to exam ordering. For information about all important dates and deadlines, see the 2020-21 AP Coordinator Planning Calendar on pages 13–18.

Before school starts: Get ready

- Communicate AP Exam ordering deadlines, policies, and fees to students and parents.
- Ensure the AP Course Audit form is approved for any new 2020-21 AP course, new AP teacher, and/or AP teacher teaching a course for the first time.

AUG 1

Beginning August 1, 2020:

Access myap.collegeboard.org and complete AP Participation Form

- AP coordinator receives AP Registration and Ordering access code; completes initial setup and completes the AP Participation Form online. *(See pages 49–59.)*

Before classes begin:

Create class sections in myap.collegeboard.org

- The AP coordinator creates AP class sections if sections haven't already been created. *(See pages 65–70.)*

Before the second day of class:

- Students sign in to My AP and enroll in the class sections for each AP class they're taking, using the unique join code for each section supplied by the teacher or coordinator. *(See pages 73, 111.)*

Second day of class:

- Teachers and students begin using AP Classroom resources. *(See pages 108–110, 116.)*

OCT 2

By October 2, 2020:

Preferred ordering deadline

- Recommended deadline for the AP coordinator to submit the exam order. Orders and changes to your order may be submitted without late order fees until November 13, 11:59 p.m. ET.

NOV 13

By November 13, 2020, 11:59 p.m. ET:

- **Deadline for the AP coordinator to submit the exam order.** No payment is due until June 15.
- Each exam ordered after this date (and until March 12, 2021, 11:59 p.m. ET) will incur an additional $40 late order fee; some exceptions apply. *(See pages 21–25.)*
- Exams may be canceled after this date and no fee will be applied this year. *(See pages 21–25.)*

MAR 12

By March 12, 2021, 11:59 p.m. ET:

Submit final updates for AP Exam order

- Deadline for the AP coordinator to update the exam order with any late orders (the late order fee may apply) and known cancellations; deadline to submit the exam order for courses that start after November 13. *(See page 21.)*

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Frequently Requested Information

Ordering Deadlines and Fees

- When do I need to submit my exam order? *Page 21*
- How do I order exams for courses that start after the November 13 final ordering deadline? *Pages 21, 37*
- How much do exams cost? *Page 22*
- What are the fee policies for late exam orders, unused/canceled exams, and alternate exams for late testing? *Pages 23–24*
- When is payment due to College Board? *Page 26*

Accessing AP Registration and Ordering; Initial Setup

- How do I access and use AP Registration and Ordering? *Pages 49–99*
- How and when will I get my AP Registration and Ordering access code? *Pages 4, 49*
- How do I complete the AP Participation Form? *Pages 56–59*
- What's the difference between the default and advanced settings for the student exam decision indicator? *Pages 61–64*

Class Sections and Join Codes

- What are class sections? What are exam only sections? How do I create them? *Pages 65–70*
- What are join codes? Can I download a list of the join codes for my school? *Pages 70–72*

Ordering Exams

- How do I organize and submit my exam order? *Pages 84–99*
- How do I order exams for students who are testing at my school but don't attend my school? *Pages 37–38*
- How do I order exams for homeschooled students? *Pages 37–38*
- How do I order exam materials for students with accommodations? *Pages 32–35, 91–94*
- Can I order an exam if a student's accommodation request hasn't yet been approved by the College Board Services for Students with Disabilities (SSD) office? *Pages 32–35*
- What are the policies for late testing? How do I order alternate exams for late testing? *Pages 30–31, 90*

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Managing Student Enrollment

- How do students join class sections? *Pages 73, 111, 119–120*
- My school has students who transfer to or out of our school throughout the year. How do I account for them in my exam order? *Pages 36, 81–83*
- Do I need to wait for a student to be transferred out of their previous school before I can give them the transfer code for my school? *Page 36*
- My school administers exams to students from virtual schools. How do I account for them? *Pages 37–39*
- A student needs to move from one class section to a different class section for the same course. What do I need to do in AP Registration and Ordering? *Pages 80–81*
- A student has withdrawn from an AP class, but is still attending my school. I already submitted my exam order. What do I need to do? *Pages 78–80*
- Can I search for specific students in the roster in AP Registration and Ordering? *Page 76*
- Can I download a list with all student information, including each student's AP ID? *Page 77*

Fee Reductions

- What are the fee reduction eligibility criteria? *Pages 26–29*
- My school has students who are eligible for College Board fee reductions. How do I indicate that? *Pages 26–27, 95*
- My state hasn't announced its AP Exam funding policy for 2021 yet. Can I order students' exams if I don't know this information? *Page 29*

Preparing Your School for the AP Year

All schools will need to take a few key steps at the beginning of the school year to access classroom resources and enable students to register for AP Exams.

Three guides are available to assist you:

- **Setup, Enrollment, and Ordering** (p. 4), for AP coordinators, provides an overview and timeline of the steps coordinators, teachers, and students need to take.
- **Helping Students Join Your AP Class Section** (pp. 117–118), for AP teachers, has instructions for getting class join codes and ensuring that students have joined class sections.
- **Joining Your AP Class Section** (pp. 119–120), for AP students, is an assignment students receive from their AP teacher on the first day of class, and includes step-by-step instructions for joining their teacher's class section online.

Review this information and plan how your school will ensure that all AP students enroll online when classes begin. These guides can be downloaded at **collegeboard.org/apdownloads**.

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Important Updates for 2020-21

Exam Ordering Deadlines

The deadlines by which the AP coordinator needs to submit their school's 2021 AP Exam order are:

- **October 2, 2020:** Preferred ordering deadline
- **November 13, 2020 (11:59 p.m. ET):** Final ordering deadline. This is the deadline for the AP coordinator to submit the exam order for all full-year and first-semester AP courses, and all exam only sections.
- **March 12, 2021 (11:59 p.m. ET):** Spring course orders and fall order changes deadline. This is the deadline for the AP coordinator to submit the exam order for all AP courses that begin after the November final ordering deadline, and to submit changes to fall orders.

Fees

The base exam fee is increasing by $1 for the 2021 AP Exams. The base exam fees are:

- **$95 per exam** at schools in the U.S., U.S. territories, Canada, and all DoDEA schools
- **$125 per exam** at schools outside the U.S., U.S. territories, and Canada, with the exception of DoDEA schools (Fees may vary for exams at College Board–authorized test centers outside the U.S.)
- **$143 per exam** for AP Capstone™ (AP Seminar or AP Research)

The College Board fee reduction amount is increasing to **$33** per exam for eligible students. (See pages 26–29 for details about the fee reduction policy.)

The late-order and late-testing fees **aren't** changing. Those amounts remain $40 per exam. See pages 23–25 for details about these fees.

Unused/Canceled Exams Fee Won't Be Applied This Year

Given this year's unusual circumstances and to support students in making their exam registration decisions in the fall, in 2020-21 **only**, the unused/canceled exam fee **won't** be applied for any student who decides not to test.

Submit known exam cancellations in AP Registration and Ordering by March 12, 2021 (11:59 p.m. ET), or indicate as unused any exams that are ordered but not taken in AP Registration and Ordering before your school's invoice is generated.

Late Order Fee Waived for Homeschooled Students

Due to ongoing social distancing guidelines this year, homeschooled students may need more time to find a school where they'll be able to take AP Exams. This year the AP Program will waive the late order fee for homeschooled students who are added to your exam order after November 13. You'll need to call AP Services for Educators to request that the late order fee be waived for a homeschooled student added to your order after November 13. Homeschooled students must be included in your exam order by the March 12 spring course orders and fall order changes deadline.

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Update about 2020-21 Publications

- This year the *AP Coordinator's Manual, Part 1* will be available only as a downloadable PDF on AP Central (visit **collegeboard.org/apdownloads**). Given the ongoing pandemic and the resulting uncertainty around when schools will be in session and whether instruction will be in person or remote, we're reducing the number of printed mailings sent to schools this fall.
- This year, information about the policies and procedures for taking AP Exams will be provided to students in the 2021 AP Exam Terms and Conditions, which will be available online. We'll notify students and schools when the Terms and Conditions are available. The Terms and Conditions will take the place of the *Bulletin for AP Students and Parents*. Schools won't receive printed Bulletins. Further details about the Terms and Conditions will be provided in the fall.

Learning Opportunities and Resources for AP Coordinators

Learning opportunities are available throughout the year for AP coordinators.

- Free three-hour online workshops are available through early September. The workshops, which are administered by experienced AP consultants, are designed to help coordinators learn how to successfully prepare for the beginning of the 2020-21 school year, including fall registration and managing exam orders using AP Registration and Ordering. Go to **collegeboard.org/apcoordinatortraining**.
- Starting in the fall, a series of webinars will begin that focus on key areas throughout the year, including: exam registration, student enrollment, and exam ordering; and the AP Exam administration. For details and to register, visit **collegeboard.org/apcoordinatortraining**.
- Self-guided tutorials available in AP Registration and Ordering provide guidance on key tasks.
- Participate in the online AP Coordinator Community. Post questions, get answers, download resources, network, and interact with thousands of other AP coordinators. To register, visit **collegeboard.org/ap-coordinator-community**.

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AP Course Audit

The AP Course Audit administrator at your school is responsible for confirming teacher participation in the course audit system. Ensuring accurate and current information in AP Course Audit is important because your school's AP courses and teachers are listed in AP Registration and Ordering based on the information in AP Course Audit.

If there are any AP teachers at your school not listed in AP Registration and Ordering when you create class sections, contact your AP Course Audit administrator. If you're unsure who the administrator is, ask your school's principal.

To be able to create class sections in AP Registration and Ordering, note the following information about course audit:

- **Returning AP teachers:** If an AP teacher at your school taught a course audit-authorized course last year, they'll be listed in AP Registration and Ordering. You or the teacher can create class sections for the teacher's course(s), and the teacher has access to AP Classroom.

  NOTE: The school's AP Course Audit administrator must renew previously authorized courses by **January 31, 2021**, in order for teachers to maintain AP Classroom access for the 2020-21 school year, to have access to online score reporting for the 2021 AP Exam administration, and to access AP Classroom in 2021-22.

- **New AP teachers or those teaching an AP course for the first time:** These teachers won't be listed in AP Registration and Ordering, can't create class sections, and can't access the AP Classroom until they've taken these steps in AP Course Audit:

  1. Add their course(s) in AP Course Audit. Then the AP coordinator will be able to create the class sections for the teacher.
  2. Complete the course audit form for each new AP course they're teaching. The course audit administrator is notified when the teacher has submitted their course audit form. Once the course audit administrator has approved the form, the new teacher can access AP Classroom and can also create class sections.

  NOTE: New AP teachers will need to complete the course authorization process to maintain access to AP resources after January 31, 2021.

NOTE: If your school or test center only administers AP Exams and doesn't offer any AP courses, your school doesn't need to take any action in AP Course Audit.

AP teachers and course audit administrators can reach the AP Course Audit help line toll free at 877-APHELP-0 (274-3570). International users can call 212-632-1781 or email **apexams-intl@info.collegeboard.org**. The AP Course Audit help line is available Monday–Friday, 8 a.m.–5 p.m. ET.

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Role of the AP Coordinator

As your school's AP coordinator, you have an important role. You'll manage the exam registration and ordering process; the receipt, storage, distribution, administration, security, and return of AP Exam materials; and the collection of fees and submission of final payment to the AP Program.

The AP coordinator can be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course. The AP coordinator can also designate an additional authorized staff person who must meet the same eligibility requirements and follow the same policies and procedures as the AP coordinator, as detailed in Part 1 and Part 2 of the *2020-21 AP Coordinator's Manual*.

If a new AP coordinator takes over during the academic year, promptly update the coordinator information in the School Information and Participation Contacts section in AP Registration and Ordering. (See page 59 for details.) The new AP coordinator must meet all AP coordinator eligibility requirements.

A conflict of interest may result in score cancellation. To avoid any conflict of interest, the AP coordinator **cannot**:

- be the AP coordinator in the year they are an AP teacher.
- be the AP coordinator in the year an immediate family or household member may be taking an AP Exam at the school where the coordinator works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- be employed part time or full time at a test preparation company.
- participate in any coaching activity that addresses the content of secure College Board tests.
- proctor an AP Exam in a subject area they currently teach or have taught.

The AP coordinator is responsible for safeguarding the content of AP Exams before, during, and after testing and must never discuss unreleased exam content with anyone.

Using the *AP Coordinator's Manual*

As AP coordinator, you'll ensure that you, AP teachers, and AP students follow all policies and procedures in the *AP Coordinator's Manual*. You'll receive the manual in two parts. This is Part 1 of the manual. It will support you through the fall activities, leading up to the November 13 final exam ordering deadline. Part 2 will cover topics you need to know after you submit your exam order, including all exam administration and post-administration tasks.

Part 1

In this manual, this icon indicates additional instructions for using AP Registration and Ordering.

Topics included in Part 1 are:

- Exam ordering deadlines and policies
- Exam fees
- Fee reductions
- Ordering alternate exams for late testing

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- Ordering exam materials for students with testing accommodations
- Ordering exams for homeschooled students, self-study students, students not from your school, or students taking courses through a virtual school
- Ordering-related information for exams with portfolio components (AP Art and Design, AP Capstone, and AP Computer Science Principles)
- Initial setup in AP Registration and Ordering, including details about the access code and completion of the AP Participation Form
- Class section creation and student enrollment
- Reviewing, updating, and submitting the exam order
- AP Classroom resources for AP teachers and students

Part 2

Part 2 of the *AP Coordinator's Manual* will be available in January. Topics covered in Part 2:

- Ongoing exam order management
- Exam security overview
- Checking and storing exam materials
- Proctor eligibility and proctor training
- Preparing students
- Exam day activities
- Administration Incidents
- Post-exam activities
- Returning exam materials
- Accessing and paying your invoice
- Score reporting services
- Exams that require special preparation, including world language and culture exams, Music Theory, Capstone (Seminar and Research), Computer Science Principles, and Art and Design
- Exams for students with approved accommodations

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2020-21 AP Coordinator Planning Calendar

Below is an overview of all critical AP deadlines and milestones through the year. Review the calendar on the following pages for details.

July 1, 2020	AP Teachers can access AP Classroom for 2020-21
August 1, 2020	AP coordinators and principals receive the 2020-21 AP Registration and Ordering access code
October 2, 2020	Preferred ordering deadline
November 13, 2020 (11:59 p.m. ET)	Final ordering deadline
Mid-November 2020	AP Art and Design digital submission web application opens
January 15, 2021	AP accommodations request deadline
January 31, 2021	Deadline for teachers and AP Course Audit Administrators to complete course audit process for 2020-21
March 1, 2021	AP course audit system opens for 2021-22 school year
March 12, 2021 (11:59 p.m. ET)	Spring course orders and fall order changes deadline
April 30, 2021 (11:59 p.m. ET)	Deadline to indicate students' fee reduction status in AP Registration and Ordering
April 30, 2021 (11:59 p.m. ET)	Deadline for AP Capstone and AP Computer Science Principles performance tasks to be submitted
May 3–7 and 10–14, 2021	Regularly scheduled AP Exam administration
May 7, 2021 (8 p.m. ET)	Deadline to forward AP Art and Design students' digital portfolios to the AP Program
May 18–21, 2021	Late-testing AP Exam administration
June 1, 2021	Deadline for all exam materials to be received by AP Services
June 15, 2021	Postmark deadline for exam payment and invoices to the AP Program
June 20, 2021	Deadline for students to indicate or change the recipient of their free score report through My AP

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This detailed calendar includes deadlines as well as recommendations for monthly tasks to help you prepare for your school's 2021 AP Exam administrations. Critical dates are highlighted in bold.

July–September 2020

- ☐ On July 1, AP teachers can begin using AP Classroom for 2020-21.
- ☐ **Aug. 1:** Principals and AP coordinators receive via email the access code that the AP coordinator needs to use to confirm access to AP Registration and Ordering for 2020-21.
- ☐ AP coordinators complete initial setup, complete the AP Participation Form, and create class sections in **AP Registration and Ordering**. (See pages 49–72 for details.)
- ☐ Ensure that new AP teachers (**1**) have added their course(s) in AP Course Audit; and (**2**) have completed the AP Course Audit form and had the form approved by their school's AP Course Audit administrator. New AP teachers need to complete these steps first so class sections can be created for their courses and to access **AP Classroom**. (See page 10 for details.)
- ☐ By the second day of class, students join class sections using the join code provided by their AP teachers or the AP coordinator.
- ☐ Carefully read the *2020-21 AP Coordinator's Manual, Part 1,* making note of new processes, deadlines, fees, and items that need follow-up.
- ☐ Visit **collegeboard.org/apcoordinatortraining** to review and register for training sessions.
- ☐ **Review 2020-21 processes** with your principal, AP teachers, and AP students.
- ☐ Schedule an AP information session for students and parents. Make sure information about exam ordering deadlines and fees is explained clearly at parent nights, counselor sessions, or other informational events or sessions where your school's AP program is discussed and in any other materials your school may provide about your AP program.
- ☐ If your school collects fees from students and families, determine how and when the fees will be collected this year. **(Reminder: The deadline for exam payments to College Board remains June 15.)**
- ☐ Determine when information will be available to identify students who are eligible for College Board fee reductions. In AP Registration and Ordering, you'll need to indicate students who are eligible for College Board fee reductions; a best practice is to indicate students' fee reduction status by the time you submit your school's AP Exam order. (See pages 26–29 for details.)
- ☐ Confirm your school's policy this year around allowing homeschooled students or students from other schools that don't offer AP Exams to test at your school.
- ☐ Print or make copies of the 2021 AP Exam schedule and distribute to teachers and administrators. Confirm that the 2021 AP administration dates are noted on the school calendar.

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- ☐ Meet with the SSD coordinator to discuss the eligibility process and AP students with approved or expected accommodations. **For exam ordering, you'll need to know which students have approved or expected accommodations that require special exam formats**. (See pages 32–35 for details.)
- ☐ Check the school schedule for possible conflicts (academic and/or athletic) with the AP Exam administration. Also consider whether your school might need to have students test during the late testing window if they won't all be able to test during the regular testing window due to social distancing requirements. Identify which students may need alternate exams for late testing.
- ☐ Join the AP Coordinator Community, an online collaboration space moderated by a fellow AP coordinator. Connect with colleagues, share resources, and discover and exchange ideas. Visit **collegeboard.org/ap-coordinator-community**.

October 2020

- ☐ **Oct. 2: Preferred ordering deadline.** (Recommended)
- ☐ **Oct. 15:** Course audit administrators should renew previously authorized courses by this date. (Administrators should correct any inaccuracies or omissions before the release of the AP Course Ledger on Nov. 1.)
- ☐ It's recommended homeschooled students or students from schools that don't offer AP Exams contact the AP coordinator at schools near them as early in the school year as possible to determine if one of them can arrange testing for the students. This year, homeschooled students can be added to your school's exam order **after** November 13 and by March 12, and their late order fee will be waived. (You'll need to call AP Services for Educators to have the late order fee waived for homeschooled students.)

November 2020

- ☐ **Nov. 13, 11:59 p.m. ET: Final ordering deadline. Submit exam orders for all full-year and first-semester AP courses and exam only sections. Exam orders submitted after this date will incur an additional $40 per exam late order fee; some exceptions apply**. (See pages 21–25.)
- ☐ The AP Art and Design digital submission web application becomes available. Coordinators and teachers will receive an access email from the AP Program.
- ☐ AP Course Ledger of authorized 2020-21 AP courses is available online.
- ☐ 2020 AP large-volume school rebates, addressed to the attention of the AP coordinator, are received at large-volume schools. (Designated authorized test centers outside the United States, as well as schools that don't administer their own exams, won't receive this rebate.) Because the complexity of an AP coordinator's work varies with the number of exams administered, 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
  - $3,000 for schools giving 2,000 or more exams

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December 2020

- ☐ AP Potential™ is available for the latest PSAT/NMSQT® administration. Principals and AP coordinators receive their access codes, which are also available in the K–12 score reporting portal. Visit **appotential.collegeboard.org**.
- ☐ Check with your AP Art and Design teacher(s) to ensure that all students have their Teacher Key and school code and have set up access to the AP Art and Design digital submission web application.
- ☐ Determine if off-site testing is needed to ensure compliance with exam administration and security procedures. Begin securing off-site facilities.
- ☐ Check in with the SSD coordinator to review any accommodation approvals that have changed or still need to be submitted.

January 2021

- ☐ **Jan. 15:** Last day to submit accommodations requests and supporting documentation (if needed) through SSD Online. (See pages 32–35.)
- ☐ **Jan. 31:** Last day for initial AP Course Audit submissions, all renewals, removal of teachers and courses, addition of online/distance learning courses, and AP Course Audit form approvals for 2020-21 courses.
- ☐ Read the *2020-21 AP Coordinator's Manual, Part 2*, making note of AP Program changes and items requiring follow-up.
- ☐ Reserve testing rooms with the best possible conditions for student performance and to ensure compliance with exam administration and security procedures and with local social distancing requirements. (AP Program seating requirements are in Part 2 of the *2020-21 AP Coordinator's Manual*.)
- ☐ Schedule a proctor training session for late April.

February 2021

- ☐ Review and reserve the equipment required for exams that need special preparation and exams administered with accommodations.
- ☐ Check in with the SSD coordinator to review any accommodation requests that have changed or that haven't yet been approved.

March 2021

- ☐ **March 12, 11:59 p.m. ET: spring course orders and fall order changes deadline.** Make any changes to existing exam orders or submit new exam orders by this deadline. See pages 21–25 for details about deadlines and fees. If you need to place an exam order after March 12, you must call AP Services for Educators.
- ☐ Before March 12, review any students still listed as **No** or **Undecided** for their **Order Exam?** status, and check with the students to confirm their exam plans. (See page 87 for more details.)
- ☐ Use the Estimated Timing Table in **Part 2** of the *2020-21 AP Coordinator's Manual* to determine the total time needed for each exam administration.
- ☐ Order proctor supplies (pens with black or dark blue ink, No. 2 pencils, stapler, paper clips, extra lined paper, etc.).

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- ☐ Appoint the required number of proctors. There must be a proctor in the exam room at all times, including during the break. See **Part 2** of the *2020-21 AP Coordinator's Manual* for details about proctor selection.
- ☐ Distribute permission slips for students traveling to off-site testing locations, and let students know when to return them.
- ☐ For AP Exams in French, German, Italian, and Spanish Language and Culture and the AP Music Theory Exam, speak with your school's IT staff to review the use of the approved recording devices. Visit **collegeboard.org/ap-audio-record** for information about approved devices.
- ☐ AP Course Audit website begins accepting submissions for new courses offered in the 2021-22 school year.

April 2021

- ☐ **April 30, 11:59 p.m. ET:** Deadline to indicate students' **fee reduction status** in AP Registration and Ordering. (See page 95 for details.)
- ☐ **April 30, 11:59 p.m. ET, for AP CSP:** Deadline for the AP Computer Science Principles Create performance task to be submitted as final in the AP Digital Portfolio.
- ☐ **April 30, 11:59 p.m. ET, for AP Capstone (Seminar and Research):** Deadline for (1) All AP Seminar and AP Research students to submit their performance tasks as final in the AP Digital Portfolio; and (2) All student presentation components of performance tasks to have been scored in the AP Digital Portfolio.
- ☐ Receive shipments of exam materials and AP ID label sheets. The AP ID label sheets are sent in a separate shipment from your exam materials. Check all shipments for accuracy. Contact AP Services for Educators if there are any problems.
- ☐ Hold a proctor training session.
- ☐ Send a strong message to students that cell phones and other prohibited electronic devices aren't allowed in the testing room. Students can review details at **apstudents.collegeboard.org/exam-policies-guidelines**.
- ☐ Remind AP Art and Design teachers to forward students' digital portfolios to you well in advance of the May 7, 8 p.m. ET deadline.
- ☐ If administering AP French, German, Italian, or Spanish Language and Culture Exams or the AP Music Theory Exam, make sure you have access to the DAS portal (create a new account if necessary).
- ☐ Arrange for the setup of desks, tables, and chairs, if needed. Follow the seating policies in **Part 2** of the *2020-21 AP Coordinator's Manual.*
- ☐ Review the details of the exam schedule, proctors, rooms, and required equipment.
- ☐ Review the details of exams administered with accommodations with the SSD coordinator.
- ☐ Review all details before the exam administration begins.
- ☐ Remind students that they'll need to indicate the recipient for their free score report through My AP by June 20.

May 2021

Regularly Scheduled Exam Dates: May 3–7, May 10–14

Late-Testing Exam Dates: May 18–21 (See pages 30–31 for late-testing policies.)

- ☐ Make sure the testing sites and testing rooms are properly set up following AP Exam seating requirements and have the necessary desks, tables, chairs, and equipment on exam day.
- ☐ Administer the exams as outlined in **Part 2** of the *2020-21 AP Coordinator's Manual* and the *2020-21 AP Exam Instructions* book.

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- ☐ **May 7, 8 p.m. ET:** Deadline to forward AP Art and Design digital portfolios to the AP Program. Gather AP 2-D Art and Design and AP Drawing students for the assembly of the Selected Works sections of portfolios no later than May 7.
- ☐ Remind students that they'll need to indicate the recipient for their free score report through My AP by June 20.
- ☐ Log in to the DAS portal and upload and submit all student audio response files for each exam you administered in AP French, German, Italian, and Spanish Language and Culture and AP Music Theory. Files must be uploaded and submitted before the close of the next business day after the school's last scheduled exam of an AP Exam period (regular or late). Submitting files after this point could result in score delays.
- ☐ Schedule, order, and arrange for any last-minute alternate exams for late testing, if needed. (See pages 30–31.)
- ☐ Prepare exam materials for return.
- ☐ Verify and print your packing list for inclusion in your return shipment of exams. See **Part 2** of the *2020-21 AP Coordinator's Manual* for details about preparing your return shipment.
- ☐ Complete all SSD paperwork (NAR and the NAR return envelope).
- ☐ Complete any necessary Incident Reports (IRs). IRs must be returned in the IR return envelope.
- ☐ Return exam materials. Schools that ordered fewer than 150 regularly scheduled exams or any number of alternate exams for late testing must ship all AP Exam materials before the close of the next business day after their school's last scheduled exam of an AP Exam period (regular or late). Schools that are testing over both exam administration weeks and ordered 150 or more regularly scheduled exams must return week 1 and week 2 exam materials following split shipment procedures. See **Part 2** of the *2020-21 AP Coordinator's Manual* for details.
- ☐ Your invoice will be sent to you via email after the late-testing administration. At that point, you can also access and print your invoice through AP Registration and Ordering. (See **Part 2** of the *2020-21 AP Coordinator's Manual* for details.)
- ☐ May 15: Deadline for schools to order free-response booklets and/or score labels through AP Registration and Ordering for the 2021 AP Exam administration. (See **Part 2** of the *2020-21 AP Coordinator's Manual* for details.)

June 2021

- ☐ **June 1:** All exam materials must arrive at AP Services. Schools are billed twice the fee for each exam in shipments received after this date.
- ☐ **June 15:** Postmark deadline for exam payment and invoices to the AP Program. Late payments incur a $225 fee.
- ☐ **June 20:** Deadline for students to indicate or change the recipient of their free score report through My AP. Note that students only indicate the recipient for their free score report through My AP; they don't indicate this information on their answer sheets. Remind students to provide this information through My AP by the deadline.
- ☐ Enter 2022 AP Exam dates on the 2021-22 school calendars.

July 2021

- ☐ AP score reports are available to colleges, students, schools, and districts.

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2020-21 SSD Coordinator Planning Calendar

August–November 2020

- ☐ Visit with all AP teachers and counselors to find out if there are students with disabilities who plan to take AP Exams.
- ☐ As early in the school year as possible, submit requests for accommodations, using SSD Online, for students with disabilities who aren't yet approved.
- ☐ Check that accommodations needed for any students taking AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory are up to date. Call College Board Services for Students with Disabilities to advise of any students taking AP Chinese or AP Japanese with accommodations.
- ☐ Work with the AP coordinator to order appropriate exams for your students, including special exam materials that are **approved or expected** for students based on their accommodations. The AP coordinator submits exam orders by **November 13, 2020** (11:59 p.m. ET) for all full-year and first-semester AP courses.

December 2020–January 2021

- ☐ Ensure that all accommodations requests and complete documentation (if needed) are submitted through SSD Online by **January 15, 2021.**
- ☐ Look at your SSD Online roster of students and check that all students listed, and the student information, are correct. Confer with students and parents to ensure awareness of the accommodations approved for the students.
- ☐ Work with the AP coordinator and principal to ensure sufficient and appropriate testing sites for students with disabilities.
- ☐ Make sure you have sufficient, tested, and appropriate equipment for all students with approved accommodations (e.g., computers and printers, calculators, and extra CD players and computers or digital recording devices for AP Exams in French, German, Italian, or Spanish Language and Culture, Spanish Literature and Culture, or Music Theory).
- ☐ Work with the AP coordinator to identify proctors appropriate for exams given with accommodations and any other staff necessary for those administrations (i.e., writers, readers, interpreters).

February–April 2021

- ☐ Work with the AP coordinator to identify any exam order updates needed for students based on changes to their accommodations approval status. The AP coordinator submits final exam order changes through AP Registration and Ordering by **March 12, 2021 (11:59 p.m. ET)**. If a student is denied accommodations for a special exam format or material that has already been ordered, the coordinator will need to submit a change to their exam order. If the change to the student's accommodations approval status occurs after March 12, the AP coordinator will be able to submit a change to their exam order for the student. (See page 33 for details.)
- ☐ Train proctors how to administer exams for students requiring extended time, computers, large-type exams, etc. Review the extended time tables in **Part 2** of the *2020-21 AP Coordinator's Manual*. Visit **collegeboard.org/apssd** for additional information about testing SSD students.

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- ☐ Arrange for students approved for a reader, writer, or sign language interpreter to speak with the assistant to discuss how best to work together during the exam administration.
- ☐ Instruct students to bring their copies of the Accommodations Letter to the testing room at the time of the exam administration.
- ☐ Encourage teachers to provide students with approved accommodations time to practice taking an exam with their accommodations before this year's exam administration. Teachers can use practice resources available in AP Classroom.
- ☐ Sign in to SSD Online and print a Nonstandard Administration Report (NAR) for each AP student testing with accommodations. Have a copy of the NAR for each exam the student is taking. Before the exam administration, note the time approved for each exam section or part on all NARs. (See **Part 2** of the *2020-21 AP Coordinator's Manual* for details about NARs.)

Exam Day

- ☐ Before the exams begin, direct proctors to discuss with each student who is approved for accommodations the part, section, and total exam time and arrangements for lunch, breaks, and any special needs. If there is a discrepancy, you must be consulted.

The AP coordinator will:

- ☐ Arrange for all proctors of exams for students with disabilities to have access to you during the exams in the event of questions.
- ☐ Make sure all exams are administered on the appropriate days and as outlined in this manual, the *2020-21 AP Exam Instructions*, and the *2020-21 AP SSD Guidelines* booklet.
- ☐ Ensure that proctors know how to complete the Nonstandard Administration Report for each exam taken with accommodations.
- ☐ Collect all braille, large-type, and assistive technology–compatible (ATC) format exams and corresponding answer sheets, and be sure you have all the appropriate materials.

After the Exam Is Administered

The AP coordinator will:

- ☐ Complete and insert all appropriate materials into the Nonstandard Administration Report return envelope. (See **Part 2** of the *2020-21 AP Coordinator's Manual* for details about return packing.)
- ☐ Return all large-type exams and braille materials separately in the cartons in which they were shipped.
- ☐ Return all ATC-format exam materials separately in the envelope or cartons in which they were shipped.

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AP Exam Ordering and Fees: Deadlines and Policies

This section provides details about exam ordering deadlines, exam fees, and policies related to ordering.

Important:

Please make sure information about exam ordering deadlines and fees is explained clearly at parent nights, counselor sessions, or other informational events or sessions where your school's AP program is discussed and in any other materials your school may provide about your AP program.

Fall Ordering Deadlines

AP Exam orders must be submitted by the AP coordinator in the fall.

The following ordering deadlines apply to **all** schools, including those outside the United States, U.S. territories, and Canada. International schools and test centers don't have different ordering deadlines.

NEW Because November 15 is during a weekend this year, the final ordering deadline is **Friday, November 13, 2020 (11:59 p.m. ET).**

2021 AP EXAM ORDERING DEADLINES

October 2, 2020 **Preferred ordering deadline**	This is the recommended deadline to review exam registration rosters in AP Registration and Ordering, make needed changes, and confirm and submit your exam order.* Orders may be updated and resubmitted without additional fees until the final ordering deadline.
November 13, 2020, (11:59 p.m. ET) **Final ordering deadline**	Final deadline to submit your exam order for all full-year and first-semester AP courses, and all exam only sections, without incurring additional fees. Exams can be ordered after this date, although the late order fee applies. Exams can also be canceled after this date and in 2020-21 only, the unused/canceled exam fee **won't** be applied (see page 23).
March 12, 2021 (11:59 p.m. ET) **Spring course orders and fall order changes deadline**	Deadline to order all exams for AP courses that begin after November 13 and to update fall orders (late order fees may apply for new exams ordered for full-year and first-semester courses). Even though the unused/canceled exam fee won't be applied this year, schools are still encouraged to submit any known cancellations by this date to ensure timely processing and accuracy of your exam shipment.

* **NOTE:** If your school is using the **advanced option** for the student exam decision indicator setting (you're choosing to have students directly indicate their exam registration in My AP), review pages 63–64 for important details about the student decision deadline in relation to the preferred ordering deadline.

The second half of this book, starting on page 49, provides step-by-step instruction for using AP Registration and Ordering to organize and submit the exam order.

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See pages 49–99 to learn how to access and use **AP Registration and Ordering**.

Ordering Process

AP coordinators will submit AP Exam orders through **AP Registration and Ordering**, which they access by signing in at **myap.collegeboard.org** or through AP Central®.

Exams Are Ordered per Student

When you submit your exam order, you'll be ordering an exam(s) for each student included in your roster in AP Registration and Ordering, rather than a bulk number of exams per subject. This means that schools can't order extra exams. Additionally, schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

Students may take as many AP Exams as they want, with the following qualifications:

- 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.)
- For AP Calculus: Students **may not** take both AP Calculus AB and AP Calculus BC within the same year.
- For AP Art and Design: A student may submit more than one AP Art and Design Portfolio Exam, but each must be a different type of portfolio. For example, a student can't submit two AP Drawing Portfolio Exams in the same year.
- For AP Capstone: AP Research doesn't have an end-of-course exam, but an exam must be ordered for each student enrolled in the course for their performance task to be scored by College Board. AP Seminar end-of-course exams are only available to students at schools participating in the AP Capstone Diploma™ program.

Exam Fees

The cost per AP Exam is increasing by $1 in 2020-21. The amount of the College Board fee reduction is also increasing by $1. Schools still retain a $9 rebate per exam.

Exam fee for on-time exam orders (by November 13, 2020, for full-year and first-semester courses; by March 12, 2021, for courses that start after November 13)	▪ **$95 per exam** at schools in the U.S., U.S. territories, Canada, and all DoDEA schools ▪ **$125 per exam** at schools everywhere else (**Note:** Fees may vary for exams at College Board–authorized test centers outside the U.S.) ▪ **$143 per exam** for AP Capstone Exams (AP Seminar or AP Research)
School rebate	**$9 per exam**
College Board fee reduction for eligible students	**$33 per exam**

* **NOTE:** All exam fee amounts are shown in U.S. dollars.

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The cost for exams shown in AP Registration and Ordering and invoiced per exam is the base exam fee ($95, $125, or $143), minus the school rebate ($9).

- **Regular exams:** $95 – $9 = **$86** *(amount due from the school to College Board per exam)*
- **International exams:** $125 – $9 = **$116** *(amount due from the school to College Board per exam)*
- **AP Capstone exams:** $143 – $9 = **$134** *(amount due from the school to College Board per exam)*

When applicable, the final invoice also reflects College Board and state fee reductions for eligible students. (See pages 26–29 for details about the AP fee reduction policy.)

Fees may apply to exams ordered after the November 13 final ordering deadline. The table below outlines the fees for 2020-21.

NEW **Unused/Canceled Exam Fee Waived:** In 2020-21 **only**, the unused/canceled exam fee **won't** be applied. To ensure your school isn't billed an exam fee for unused/canceled exams, submit known exam cancellations in AP Registration and Ordering by March 12, 2021 (11:59 p.m. ET), or indicate as unused any exams that are ordered but not taken in AP Registration and Ordering before your school's invoice is generated.

2020-21 FEES

Late order fee **Additional fee applied to each exam ordered between November 14, 2020, and March 12, 2021, 11:59 p.m. ET.**	**$40 per exam** (*in addition* to base exam fee) (**Note:** This fee won't apply to exams for courses that start after the November 13 exam ordering deadline—for example, second-semester or spring block courses—and exams for students who transfer to your school.)
Late-testing fee	**$40 per exam** (in addition to base exam fee) as applicable for alternate exams for late testing (**Note:** Most reasons for late testing don't incur an additional late-testing fee. See page 31 for late-testing reasons with no additional fee.)
Unused/canceled exam fee	**Not applicable in 2020-21**

The fees listed above apply to **all** schools, including those outside the United States, U.S. territories, and Canada. Late order and late-testing fees are applied in the same way to all students, including those eligible for a College Board fee reduction.

Note the following about costs:

- Applicable late order and late-testing fees are reflected in your exam cost shown in AP Registration and Ordering.
- The **late order fee** is per exam, it's not per order.
- College Board fee reductions are available for students with financial need. Many states use federal and state funding to further reduce the exam fee for these students. However, College Board fee reductions don't apply to the late order or late-testing fees. (See the fee reduction policy on pages 26–29.)
- After a state finalizes its 2021 funding policy, the information will be posted on AP Central and applicable state subsidies will be reflected in the cost shown in AP Registration and Ordering.
- AP Capstone (AP Seminar and AP Research) Exams have a higher base exam fee, but additional fees are applied in the same way and in the same amounts as they are for other AP Exams.

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Whether or Not Fees Apply

The tables below show common situations in which the late order fee is and is not applied. (See page 23 for details about the late order fee.)

If you have a question about a situation not listed here, call AP Services for Educators. Additionally, if a student has an emergency or unexpected medical situation that impacts their ability to take an AP Exam, please contact AP Services for Educators.

REMINDER: This year the unused/canceled exam fee **won't** be applied, regardless of the reason a student cancels or doesn't take an exam that was ordered for them.

Fees Are Not Applied

School Schedule

Late order fee not applied: The course doesn't begin until after the November 13 final ordering deadline (e.g., second-semester or spring block schedule course). Exams for these courses must be ordered by 11:59 p.m. ET on March 12, 2021.

Transfer Student To Your School

Late order fee not applied: Exams ordered for a student who transfers **to** your school; student enrolls in class sections or exam only sections using the **transfer code** for each. (See pages 36, 81–82 for details.)

Exam Ordered for a Homeschooled Student After November 13

This year, if you add a homeschooled student to your exam order after November 13 and by the March 12 spring course order and fall order changes deadline, you can call AP Services for Educators to have the late order fee waived for that student. (Contacting AP Services is the only way to have the late order fee waived.) See pages 37–38 for details about homeschooled students.

Fees Are Applied

Student Enrolls in a Class Section after Nov. 13

Late order fee applied: Student joins a class after the November 13 final exam ordering deadline.

School Issue

Late order fee applied: Exam orders placed after November 13 due to an outstanding balance hold, a security hold, or an incomplete AP Participation Form.

School Policy

- **Late order fee applied:** Any local policy that prevents submission of the exam order (in full or for an individual student) by the November 13 final ordering deadline.
- **Late order fee applied:** School decides to move a student into a full-year AP class after the November 13 final ordering deadline has passed.

Independent Study Students and Students from Another School

Late order fee applied: Independent study students or students from another school (including a virtual school) request an exam be ordered after November 13. This year, this does not include homeschooled students.

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Example Fee Scenarios

This table shows examples of how fees would be applied in certain circumstances. You may find it helpful to refer to these examples if members of your school community have questions about how fees are applied.

Example Scenario	Student Cost
On-Time Exam Order: ▪ By November 13, 2020 (11:59 p.m. ET), for all first-semester and full-year courses, and exam only sections ▪ By March 12, 2021 (11:59 p.m. ET), for all courses that begin after November 13	Base exam fee ($95, $125, or $143), less any applicable fee reductions
Late Order: Student in a full-year course decides after the November 13 final ordering deadline to take an exam; exam is ordered after November 13. **Reminder:** The late order fee is **per exam per student.**	Base exam fee (less any applicable fee reductions), plus $40 per exam late order fee For example: ▪ Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: $95 + $40 *(late order fee)* = **$135** ▪ Schools outside the U.S., U.S. territories, and Canada, except DoDEA schools: $125 + $40 = **$165**. For students eligible for a College Board fee reduction: ▪ Schools in the U.S., U.S. territories, and Canada, or DoDEA schools: $95 (base exam fee) – $33 (fee reduction) – $9 (school rebate) + $40 (late order fee) = **$93** ▪ Schools outside the U.S., U.S. territories, and Canada, except DoDEA schools: $125 – $33 – $9 + $40 = **$123**
Canceled or Unused Exam: Student decides not to take an exam, cancellation is submitted by coordinator in AP Registration and Ordering by March 12; or student doesn't take an exam that was ordered for them, coordinator indicates the exam as unused in AP Registration and Ordering.	**$0** in 2020-21 The unused/canceled exam fee won't be applied in 2020-21. All exam fees for a student's exam are removed from the invoice when you indicate an exam as canceled or unused.
Student Transfers Out of Your School: Exam is ordered for a student, student transfers out of the school after November 13. Coordinator indicates the student as **transfer out.** (See page 36 for details.)	The exam fee for the student is removed from the school's invoice. No additional charge is applied. ▪ $95 – $95 = **$0**
Student Transfers To Your School: Student transfers to a school after November 13 exam order is submitted, enrolls using the **transfer code** for a class section or exam only section. (See page 36 for details.)	The student is charged the base exam fee; the late order fee **isn't** applied when they enroll using the transfer code. ▪ $95, $125, or $143

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Payment Collection and Deadline

Payment remains due to College Board by **June 15** (postmark deadline)—not at the time of ordering. Schools continue to determine how and when to collect and track exam payment.

Given this year's challenging circumstances, some families may be experiencing financial hardship and some schools and districts may still be determining their ability to offset students' exam fees. Because of this, your school might be reconsidering how and when to collect exam fees. As you approach your fee collection planning this year, consider:

- For the 2020-21 school year, unused/canceled exam fees won't be applied. Students should register for their AP Exams in the fall; if they change their mind about testing, they can do so without any fee.
- How your school and district plans on collecting other school fees, how you track payments, and how you'll issue refunds to students who might decide to cancel their exams.
- Communicating your school's fee collection policies for this year with students and parents early will be important—particularly if your school's policy is changing this year.
- The deadline to indicate students who are eligible for the College Board fee reduction is April 30 (see AP Fee Reduction Policy below).
- You may want to reach out to other AP coordinators on the AP coordinator online community to hear about what other schools are planning to do this year for fee collection.

Important:

If students aren't attending class in person this year, you may need to revisit your plan for how you collect and manage exam fee payment from students. Information is available on AP Central about providers in the AP Exam fee collection providers program. The providers offer a range of payment collection solutions, and all offer fundamental capabilities such as accepting payment and transferring funds. Visit **collegeboard.org/ap-fee-collection** and go to the **AP Exam Fee Collection Providers Program** section.

AP Fee Reduction Policy

College Board provides a $33 fee reduction per AP Exam for eligible students with financial need. Schools are expected to forgo their $9 rebate for these students, resulting in a cost of $53 per exam (for international: $83 per exam; for AP Seminar or AP Research Exams: $101).

Note the following requirements:

- The College Board fee reduction applies **only** to the base exam cost, not to any other fees (late order fee, late-testing fee). For example, if an exam order for a full-year or first-semester course is submitted for a student after November 13, the late order fee of $40 per exam is applied for that student.
- You need to indicate students who are eligible for a fee reduction in AP Registration and Ordering.
  - NEW Starting this year, you only need to check a box for each student who's eligible for a fee reduction. You'll need to do this even for students who have taken AP Exams in the past and have been marked as eligible for fee reductions. Their fee reduction status doesn't carry over in AP Registration and Ordering from year to year, nor does it carry over from other College Board assessments (PSAT or SAT). If a student isn't eligible for a fee reduction, you don't need to take any action.
- The deadline to indicate students' fee reduction status is **April 30, 2021 (11:59 p.m. ET)**.

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Fee reduction status is indicated only once per student, not for each exam. You must indicate the fee reduction status for each eligible student to ensure that your school is appropriately credited for available fee reductions. If you don't indicate the appropriate fee reduction status for students, your school won't receive the appropriate credit for College Board fee reductions and may not be credited for or receive the full state funding available for eligible students.

Include all students who intend to take 2021 AP Exams in your school's exam order by the November 13 final ordering deadline even if you haven't yet confirmed students eligible for the fee reduction. You'll be able to update students' fee reduction status after submitting your exam order. (See Deadline to Indicate Fee Reduction Status on page 29.)

See page 95 for instructions on indicating fee reduction status.

Fee Reduction Eligibility Criteria

College Board has different eligibility criteria for AP Exam fee reductions depending on whether a school or district participates in the Community Eligibility Provision (CEP), a program that enables high-poverty U.S. schools and districts to offer breakfast and lunch at no charge to all students.

Schools and districts that meet the criteria and choose to participate in CEP can't use a student's enrollment in CEP to determine eligibility for AP Exam fee reductions, because all students in these schools or districts, regardless of family income, are automatically eligible for free meals. Accordingly, CEP schools and districts must determine each student's eligibility for AP Exam fee reductions (see below and next page for criteria).

The AP coordinator must determine eligibility using the guidelines below and on the next page. The AP Program reserves the right to audit fee reductions indicated by a school.

Primary Criteria for Schools/Districts Not Participating in Community Eligibility

Schools and districts that **don't** participate in the Community Eligibility Provision can still use enrollment in or eligibility to participate in the **National School Lunch Program (NSLP)** as a proxy to determine eligibility for AP Exam fee reductions. For these schools/districts, use the following primary criteria:

Students who are either enrolled in or eligible to participate in the NSLP qualify for the AP Exam fee reduction on all AP Exams they take in a given year. Students are eligible for free or reduced-price meals if:

- their family's annual income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service or
- the students are categorically eligible or directly certified without application for free school meals because they are:
  - in households participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or in some states, Medicaid benefits, or
  - homeless, migrant, runway, or in foster care, or
  - enrolled in a federally-funded Head Start Program.

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Primary Criteria for Schools/Districts Participating in Community Eligibility

Students are eligible for the AP Exam fee reduction on all AP Exams they take in a given year if:

- their family's annual income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service or
- they qualify as an "identified student" because they are:
  - in households participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or in some states, Medicaid benefits, or
  - homeless, migrant, runaway, or in foster care, or
  - enrolled in a federally-funded Head Start Program

Alternative Criteria for All Schools/Districts

If your school prefers to use another method for determining which students qualify for AP Exam fee reductions, **any** of the following criteria are allowed:

- The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home or is homeless.
- The student is a ward of the state or an orphan.

USDA Food and Nutrition Service Income Eligibility Guidelines for 2020-21

The following table lists annual family income, by family size, at 185% of the poverty level. If the student's annual family income falls within the amount listed in the relevant row and column, that student qualifies for an AP Exam fee reduction.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories	Annual Family Income* for Alaska	Annual Family Income* for Hawaii
1	$23,606	$29,508	$27,158
2	$31,894	$39,868	$36,686
3	$40,182	$50,228	$46,213
4	$48,470	$60,588	$55,741
5	$56,758	$70,948	$65,268
6	$65,046	$81,308	$74,796
7	$73,334	$91,668	$84,323
8	$81,622	$102,028	$93,851
For each additional family member, add:	$8,288	$10,360	$9,528

*The figures shown under annual family income represent amounts equal to 185% of the 2020 Federal income poverty guidelines established by the U.S. Department of Health and Human Services. These levels were published by the USDA Food and Nutrition Service in the Federal Register, Vol. 85, No. 55, 3/20/20, pp. 16050-53. These Income Eligibility Guidelines are effective from July 1, 2020 through June 30, 2021.

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Schools Outside the U.S.

College Board will provide a fee reduction of $33 per AP Exam, including AP Seminar and AP Research Exams, for qualifying low-income students in schools outside the U.S. Student eligibility for fee reductions is determined by your school's AP coordinator. College Board may audit fee reduction claims. AP coordinators should be able to produce documentation verifying fee reduction claims.

The fee reduction is available for any student whose annual family income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service. To determine if your students meet these guidelines, refer to the "Annual Family Income for 48 Contiguous States, District of Columbia, Guam, and Territories" column in the USDA Food and Nutrition Service Income Eligibility Guidelines for 2020-21 table (see page 28), and convert American dollars into your country's currency.

Deadline to Indicate Fee Reduction Status

To be properly credited, the fee reduction status for each eligible student must be indicated in AP Registration and Ordering by **April 30, 2021 (11:59 p.m. ET)**.

A best practice is to indicate the fee reduction status for each student by the time you submit your exam order, to ensure you have time to plan for and collect the appropriate exam fees from students.

However, if you need more time to verify this information, you can update students' fee reduction status through AP Registration and Ordering after submitting your exam order, but no later than April 30, 2021.

After April 30, 2021, 11:59 p.m. ET you won't be able to make changes to fee reduction status in the system. If a change is needed to a student's fee reduction status after this date, call AP Services for Educators.

State Subsidies

Many states use federal and state funding to further reduce the exam fee for students. Updates about state fee assistance for 2021 will be posted on **collegeboard.org/apexamfeeassistance** as soon as each state's funding plan is finalized.

College Board and states are working together to provide information about 2021 subsidies in advance of the November 13 final ordering deadline wherever possible, but in some cases states won't be able to finalize their subsidies until later in the school year.

If Your State Requires Students to Be Enrolled in a Course

Some states require students taking an AP Exam to be enrolled in the corresponding course in order for those students to receive state funding for their exam. Students solely enrolled in an exam only section for a given AP subject won't receive state funding in this case. For example, students taking AP courses at a virtual school must be enrolled in both the exam only section at the school where they'll be taking the exam and a class section for the corresponding course through their virtual school.

If Your State Eliminates Its Subsidy

If your state provided a subsidy for low-income students' AP Exams in 2020, and the subsidy is eliminated after you've submitted your exam order:

- For students who choose to still take their exams: The amount that will be calculated on your invoice for these exams will reflect your state's available funding as of the time the invoice is generated.
- For students who choose not to take their exams: No exam payment will be owed.

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Alternate Exams for Late Testing

Some circumstances may make it necessary for students to test late. To preserve the security of AP Exams, College Board develops alternate forms of each exam for late testing. **Regularly scheduled exams can't be used for late testing.**

All students who participate in late testing must take these alternate exams on the **scheduled late-testing dates (May 18–21, 2021)** at the **scheduled times** (see the late-testing exam schedule on the inside back cover). If a school fails to follow AP security procedures and doesn't administer the alternate exams on the specified dates at the specified times, scores for those exams will be canceled.

Inform students testing late that their scores for alternate exams may be reported later than for regularly scheduled exams and their free-response booklets won't be available for purchase. Data for alternate exams won't be included in the school's *AP Instructional Planning Reports*.

Ordering Alternate Exams

Alternate exams for late testing must be ordered through AP Registration and Ordering.

If you know a student will need to take an alternate exam on the late-testing date, account for the alternate exam in the order you submit by November 13, 2020 (or by March 12, 2021, for courses that start after the November ordering deadline).

New exam orders for full-year courses submitted after November 13, 2020, will incur a $40 per exam late order fee (except in the situations listed on page 24.) If applicable, the late-testing fee would be in addition to the late order fee. However, most reasons for late testing don't incur the additional late-testing fee. (See the list on page 31 for details.)

Deadline to Order Alternate Exams for Late Testing

As part of your exam order management by the March 12 spring course orders and fall order changes deadline, switch exam orders from regular to late testing for any students who you already know will need to take exams during the late testing exam administration.

After March 12, you can't submit a new exam order, but you can still switch existing exam orders for students from regular to late testing if needed. The deadlines to switch exam orders in AP Registration and Ordering from regular to late testing are:

- **May 7, 2021** for exams outside the United States, **including** in U.S. territories and Canada
- **May 14, 2021** for exams in the United States

See page 90 for instructions on indicating late-testing orders in AP Registration and Ordering.

If you need to place a last-minute late-testing order *after* the above dates because of an unanticipated event for a student who was already included in your exam order (e.g., for a student who became sick on a regularly scheduled exam day), contact AP Services for Educators as soon as possible. The late order fee won't be incurred in this situation as long as the last minute late-testing order you're requesting is for a student who has an existing exam order.

Late-Testing and Special Format Exams

If you know before the ordering deadlines that a student with accommodations will need an alternate braille, assistive technology–compatible (ATC) format exam, or large-type format exam, you may order these exams through AP Registration and Ordering. (See pages 32–35.) However, if an unanticipated event during the regularly scheduled AP Exam administration requires that you order an alternate braille, ATC, or large-type format exam, contact the College Board Services for Students with Disabilities (SSD) office immediately by phone or email.

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Who Is Eligible

When the cause of late testing is beyond the control of the school and the student there's no additional fee. See the list below for late-testing reasons that don't incur an additional fee.

Among the reasons schools may be charged the $40 per exam fee for late testing: when retesting is necessary due to testing incidents or security violations.

If a reason for late testing incurs the late-testing fee, the fee is applicable even if the student is eligible for a College Board fee reduction.

If a school provides late testing, testing conditions must be those identified in the late-testing policies described in this *AP Coordinator's Manual, Part 1*.

NOTE: If your school has lost a significant number of net instructional days, contact AP Services for Educators before March 12, 2021, for information about later testing options.

Late-Testing Circumstances

Below are circumstances when late testing is allowed without incurring an additional fee. Most reasons don't incur the additional late-testing fee. Other reasons for late testing will incur an additional late-testing fee of $40 per exam. If you have a question about a reason not listed in the table below, contact AP Services for Educators.

NEW If social distancing requirements in your area limit your ability to test students at the same time, you can plan to have some students test during the late-testing window. This year, the reason "social distancing requirements" has been added to the list of late-testing reasons that don't incur a fee.

Late-Testing Reasons: No Additional Fee
Academic contest/event
Athletic contest/event
Conflict with IB or Cambridge exam
Conflict with nationally, province-, or state-mandated test
Disabilities accommodations issue
Emergency: bomb scare or fire alarm
Emergency: serious injury, illness, or family tragedy
High school graduation
Language lab scheduling conflict
Religious/holiday observance
School closing: election, national holiday, or natural disaster
NEW Social distancing requirements
Strike/labor conflict
Student court appearance
Two AP Exams on the same date at the same time

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See pages 91–94 for instructions on indicating special exam formats or materials.

Exams for Students with Accommodations

Students with documented disabilities and College Board-approved accommodations may require special exam formats or materials, such as braille, assistive technology–compatible (ATC), or large type. At the beginning of the school year, it's important to work with your school's Services for Students with Disabilities (SSD) coordinator to identify all students with approved or expected accommodations and to understand what students' approved or expected accommodations are. For exam ordering, you'll need to identify which students may require special AP Exam formats or materials.

In AP Registration and Ordering, you'll be able to indicate per student any special exam formats or materials needed. You'll be able to search for students with an SSD ID and view the status of accommodations requested for students, which will help to inform your exam order. It's still important to work with your school's SSD coordinator to account for students who will likely need accommodations, but whose requests either haven't yet been submitted or haven't yet been approved by College Board.

All requests for accommodations must be submitted through SSD online. See page 33.

Submitting Requests for Accommodations

Students with documented disabilities may be eligible for accommodations on AP Exams. However, to take an AP Exam with accommodations, a student must be approved for accommodations by the College Board Services for Students with Disabilities (SSD) office. **Providing accommodations to students without College Board approval will result in cancellation of these students' scores.**

All students who would like to use accommodations, including those with IEPs and 504 plans, must submit an accommodations request. Most accommodations included in a student's IEP or 504 plan are approved upon request; some may require documentation to be submitted. Because of administration differences between AP Exams and classroom tests, some requested accommodations may need to be modified.

Once approved for accommodations, with some exceptions, a student remains approved across all College Board programs (AP, PSAT™ 10, PSAT/NMSQT, and SAT®) and doesn't need to submit another accommodations request. However, it is critical that students and schools clearly identify the accommodations needed for each test. These tests have different components and testing conditions, and what may be appropriate for one test may not apply to another test. (For example, a student approved for extended time for math only wouldn't receive extended time for AP English Literature and Composition.) Additionally, some accommodations are administered differently across College Board programs. For example, for AP, a student approved for extended time won't automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams.

NOTE: If a student who was previously approved for accommodations by College Board changes schools, the SSD coordinator at the new school can use SSD Online to submit a request to continue the approved accommodations. The new school must verify that the student continues to receive the same accommodations. The student and parent are responsible for informing the new school of the student's previous eligibility.

If a student requests additional or different accommodations, the school must submit an Accommodations Change Request to SSD with supporting documentation and wait for approval of the request. SSD coordinators can use SSD Online to submit an Accommodations Change Request.

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Submit Accommodations Requests Through SSD Online

All requests for accommodations and, when required, complete documentation must be submitted through SSD Online by January 15, 2021.

Requests should be submitted as early in the school year as possible. Visit **collegeboard.org/ssdonline** for more information about submitting, tracking, and managing requests for accommodations.

There is a separate request process for a student who needs **temporary assistance** to complete an exam due to a temporary medical or physical condition (e.g., a broken hand). **Part 2** of the *2020-21 AP Coordinator's Manual* will have further details about requesting temporary assistance.

SSD Online is a **separate** system from AP Registration and Ordering. Requests for accommodations aren't submitted through AP Registration and Ordering.

When to Order Special Exam Formats or Materials

Some students may not have received approval from the College Board Services for Students with Disabilities office for testing accommodations by the November 13 final ordering deadline. However, **you should include these students in your exam order and indicate all approved or expected special exam formats or materials when submitting your exam order.**

You'll be able to update an existing exam order for any students who receive accommodations approval after November 13 without incurring an additional fee. However, if you add a new exam **order** for a student after the November 13 final ordering deadline, an additional $40 per exam late order fee will be incurred.

After March 12, you'll be able to make a change in AP Registration and Ordering to a student's exam materials only if necessitated by a change in a student's accommodations approval that's received after March 12.

Important:

Although you can indicate special materials for students with expected but not yet approved accommodations, a student must be approved for accommodations by the College Board Services for Students with Disabilities (SSD) office in order to take an AP Exam with accommodations. Providing accommodations to students without College Board approval will result in cancellation of these students' scores.

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Indicating Special Materials or Formats in AP Registration and Ordering

Indicate special exam materials or formats for a student only if their approved or expected accommodations require them. You won't indicate accommodations in the system that don't require special materials or formats. For instance, don't indicate accommodations such as extended time, rest breaks, or medication because these accommodations don't require special materials or formats.

If you're not sure whether a student's accommodation requires special materials or formats, talk to your school's SSD coordinator.

Indicate in AP Registration and Ordering*	Do Not Indicate in AP Registration and Ordering**
Assistive technology–compatible (ATC)	Extended time
Multiple-day testing	Rest breaks
Large-block answer sheet used with regular-format exams	Food or drink
Braille format	Medication
14- or 20-point large-type format	Testing with a computer
Large-type formats other than 14 or 20 point	Calculator for noncalculator test sections
Reader copies of exams	Magnifier/magnifying machine
Printed scripts for the master audio parts of AP Exams in French, German, Italian, or Spanish Language and Culture, and Spanish Literature and Culture	Colored overlay
	Ruler/straightedge

**This is the list of special formats and materials that can be indicated in AP Registration and Ordering for students with approved or expected accommodations. If a student's accommodation is for a material not listed here, contact the College Board SSD office for further instruction. Not every accommodation requires special materials.*

***This is a list of common accommodations that don't require special exam materials to be ordered for a student. There could be other approved accommodations. Remember, if the student's accommodation* doesn't *require special exam formats or materials,* don't *indicate the accommodation in AP Registration and Ordering.*

Details About Certain Accommodations

- **Multiple-Day Testing:** If a student needs to test over multiple days, due to either approval of limited-time testing or the amount of approved extended time, you'll indicate "multiple-day testing" for the student in AP Registration and Ordering. Extended time doesn't always result in multiple-day testing, and extended time alone doesn't need to be indicated in the system. Talk to the SSD coordinator if you're unsure whether a student with extended time needs multiple-day testing. Students may test over multiple days under either of the following conditions:
  - The student's amount of total testing time, excluding breaks, exceeds 6 hours. For example, if a student is approved for 100% extended time (also known as double time) for all parts of an exam and is taking a 3-hour 15-minute exam, total test time exceeds 6 hours with extended time and they may test over 2 days.
  - The amount of testing time is equal to or less than 6 hours, and the student has been approved for limited-time testing. The accommodation of limited-time testing limits the amount of time that a student can spend on testing

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per day. Not all students with limited-time testing need multiple-day testing for a particular exam; it depends on the length of the exam and the amount of limited-time testing the student is approved for. For example, for a 3-hour exam, a student who's approved for 4 hours of testing per day wouldn't need to test over multiple days, but a student who's approved for only 2 hours of testing per day would need to test over multiple days.

- **ATC:** If a student is approved for or expected to use an assistive technology–compatible (ATC) test form, you can order an ATC format of the necessary AP Exam. For every ATC-format exam ordered, a corresponding print version of the exam will be included in the ATC exam shipment. If you're unsure whether a student has been approved for or is requesting an ATC-format exam, talk to your school's SSD coordinator.
  - To use an ATC-format AP Exam on exam day, a student must be specifically approved for "assistive technology–compatible test form." This is **not** the same as accommodations for other types of assistive technology. If a student wants to use assistive technology with the ATC format, both accommodations need to be requested through SSD Online and approved by College Board.
  - ATC is **not** the same as an accommodation for computer use. A computer accommodation is for the use of a word processor only to write essays and short-answer responses.
  - ATC is **not** the same as MP3 audio format. AP Exams aren't available in MP3 format. Students who are approved for MP3 audio should test with a reader.
- **Braille:** For every braille exam ordered, a corresponding print version of the exam will be included in the braille exam shipment.
- **Braille and Large Type:** If you're requesting a braille format and a large-type format of the same exam for the same student, contact the College Board SSD office for more information. Indicate any additional testing materials required to administer these exams (e.g., reader copies of the exam).
- **Large-Block Answer Sheet:** A large-block answer sheet is provided for every large-font exam ordered. Large-block answer sheets only need to be indicated separately if a student taking a regular-format exam requires a large-block answer sheet instead of a standard answer sheet.
- **Additional Master CDs:** Order sufficient master CDs if you have students with disabilities who have been approved for extended time or other accommodations that require separate testing rooms. You'll need **one set** of master CDs for **each testing room** where AP Exams will be administered for Music Theory, Spanish Literature and Culture, and for French, German, Italian, and Spanish Language and Culture. (See pages 40 and 97 for information about ordering additional master CDs.)
- **Chinese and Japanese Exams:** Schools must notify SSD immediately if there are any students approved for accommodations who plan to take AP Chinese or AP Japanese Exams. Early notification will ensure that appropriate accommodations will be available for these students.

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Transfer Students To or Out of Your School

You'll be able to adjust orders for students who transfer to or out of your school without incurring additional fees. The policies for transfer students apply only to students who transfer to or out of your **school**; these policies don't apply to students at your school who join or drop an AP class after the November 13 final ordering deadline.

If a Student Transfers To Your School

- You can add the student to your school's exam order without incurring the late order fee regardless of when they transfer.
- You'll need to provide the student with a unique **transfer code** for each class section and/or exam only section they need to join. Only AP coordinators can access the transfer code.
- After the student has enrolled in their class sections and/or exam only sections, review the student's information in your exam roster and order the necessary exams. If the student transfers after you've already submitted your initial exam order, you'll need to submit an update to your order. (See page 99.) Exams aren't automatically ordered when a student uses the transfer code—you still need to organize your order to account for the transfer student.
- The late order fee isn't applied to students who transfer to your school and enroll in a class section or exam only section using the transfer code for that section.

Important:

The transfer code is different from the join code. You must give students who transfer to your school the **transfer code—**not the join code—in order for them to properly enroll in a class section and for the late order fee to be waived. (If you give the join code for a class section to a student who transfers to your school after November 13 instead of the transfer code, the late order fee will be applied.)

- You can add a student who transfers to your school to your order at any time, but after March 12, 2021, you'll need to call AP Services for Educators for your exam order to be unlocked so you can make the change.

  NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 12, 2021.

- Your ability to add the student to your order isn't dependent on the previous school indicating them as a "transfer out." The student can enroll in their class section at your school using the transfer code even if their previous school hasn't yet switched them to transfer out.

See pages 81–83 for instructions on obtaining the **transfer code** for students who transfer to your school and indicating **transfer out** students.

If a Student Transfers Out of Your School

- Change the student's status to **Transfer Out** in AP Registration and Ordering.
- The exam fee associated with that student will be removed from your order.

Important:

You need to change the student to **Transfer Out** in AP Registration and Ordering for the exam fee to be removed and to ensure your roster is accurate. Do not Drop the student from a class section.

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Courses That Begin After November 13

See pages 66–68 for instructions about creating class sections for courses that begin after November 13.

Exam orders for courses that start after the November 13 final ordering deadline—i.e., second-semester, trimester, or some block schedule courses—**don't** incur the late order fee. For courses that start after November 13, when you create these class sections in AP Registration and Ordering you'll denote them as "second semester." The exam orders for courses that start after the final ordering deadline must be submitted by **March 12, 2021 (11:59 p.m. ET)**. After March 12, 11:59 p.m. ET, you won't be able to place any new exam orders for these courses.

There's not an option in AP Registration and Ordering to create a second-semester exam only section. However, you can order exams for students who may be taking a second-semester course at another school and taking the exam at your school without incurring a late order fee. (See page 69 for details.)

Homeschooled and Independent Study Students, Virtual School Students, and Students from Other Schools

Parents and students can't order AP Exams directly. Students who are homeschooled, are independent study students, attend virtual schools, or attend schools that don't administer AP Exams will need to find a school to test at.

NOTES: In 2020-21:

- We understand that some schools may be reconsidering their policies for administering AP Exams to students who don't attend their school. We encourage schools to help accommodate students who have no other options to test, if possible to do so safely.
- In the descriptions of virtual schools in this publication, virtual schools are those that exclusively offer online learning; this doesn't include schools that may be offering remote learning only for this year in response to the ongoing pandemic.
- Similarly, "homeschooled students" are those who regularly and exclusively learn through a designated homeschool; this doesn't apply to students whose classes at their public or private school are being offered remotely due to the pandemic.

Homeschooled students and students whose schools don't offer their AP subjects need to do the following **as early in the school year as possible**:

- Use the AP Course Ledger (**collegeboard.org/apcourseledger**) to look up nearby schools that offer the AP courses for the exam subjects they want to take and where they might be able to test.
- Contact the nearby schools and ask to speak with the AP coordinator to see if one of them can arrange testing. Students should remember that schools may have their own local deadlines and policies regarding testing outside students, particularly this year.

If your school agrees to order and administer exams to these students:

- ☐ Inform the students of your school's ordering deadline.
  - This year the late order fee will be waived for a homeschooled student added to your exam order after November 13—see the next page for details.

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See pages 68–69 for details about creating an exam only section.

- ☐ Create an exam only section for each exam subject being taken at your school by a homeschooled student, independent study student, or student from another school (including a virtual school).
  - This year we recommend creating a separate exam only section for each exam subject that homeschooled students are taking at your school. See below for details.
- ☐ Provide the join code for the exam only section to the student, so the student can enroll in the section in My AP. (Only the AP coordinator can create and provide the join code for an exam only section.)
- ☐ Review the student's information in your exam roster and order the necessary exams.
- ☐ Inform the students when and where to take the exams.
- ☐ Plan to collect and submit their exam fees with those from your school. Schools may charge students a higher fee to recover additional proctoring or administration costs.

Exam Ordering Deadline

Homeschooled Students

NEW Due to ongoing social distancing guidelines this year, homeschooled students may need more time to find a school where they'll be able to take AP Exams. This year the AP Program will waive the late order fee for homeschooled students who are added to your exam order after November 13. You'll need to call AP Services for Educators to request that the late order fee be waived for a homeschooled student added to your order after November 13.

Homeschooled students must be included in your exam order by the March 12 spring course orders and fall order changes deadline.

Virtual School students, Independent Study Students, and Students from Other Schools

Exam orders for independent study students, virtual school students, or students from other schools (except homeschooled students) should be submitted by the November 13 final ordering deadline. You can add an exam order for these students after November 13 (by March 12, 2021), but the $40 per exam late order fee will apply.

Class Sections and Exam Only Sections

Students enrolled in exam only sections **won't** have access to AP Classroom resources that need to be assigned by teachers because assignments go only to the students in a teacher's specific class sections. However, if a student is enrolled in both an exam only section and a teacher-led class section, the student will have access to resources assigned by the teacher for the class section.

For example, if a student taking an AP Biology class through a virtual school is enrolled in a class section for the course through the virtual school, and enrolled in an exam only section for the school where they'll be taking the exam, the student will have access to the AP Biology resources that the virtual school teacher assigns through AP Classroom.

NEW If homeschooled students will be taking an exam at your school this year, it's recommended that you create a separate exam only section specifically for each exam subject being taken at your school by homeschooled students. Because the late order fee can be waived for homeschooled students added to your exam order after November 13, having separate exam only sections just for homeschooled students will enable you to easily identify which students you need to contact AP Services for Educators about to have the late order fee waived.

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Additional Class Section Information for Virtual School Students

In addition to being able to access AP Classroom assignments from teachers, there are several other reasons why students from virtual schools may need to be enrolled in both a class section through their course provider and the exam only section through your school.

- **Score Reports:** For the virtual school to receive the student's score report, the student needs to be enrolled in the class section for the course through their virtual school in addition to the exam only section at your school.
- **State Subsidies:** If a state requires students taking an AP Exam to be enrolled in the corresponding course in order to receive state funding for their exam, students need to be enrolled in a class section through their virtual school to be eligible for state funding. (See page 29 for details.)
- **Second-Semester Courses:** If a student is taking a second-semester course through their virtual school, you may need to submit their exam order after November 13. In this case, the student needs to be enrolled in **both** an exam only section at your school and a second-semester class section through their provider so that the late order fee won't be applied. (See page 69 for details.)

Homeschool, Self-Study, and Online Provider Codes

Students don't enter homeschool, self-study, or online provider codes on their answer sheets on exam day. When a student provides their registration information in My AP, they can search for their state or country plus "home school" (e.g., New Jersey Home School) and select this entry. An education provider will receive a student's score report as long as the student joins a class section in My AP through the provider.

Part 2 of the *2020-21 AP Coordinator's Manual* will have details about administering exams to homeschooled students and students from other schools.

Multischool Exam Centers

Schools near each other may administer AP Exams together by forming a multischool exam center. Such a center requires only one AP coordinator, who is designated on each school's individual AP Participation Form. **This designated coordinator is responsible for ordering all AP Exams for all of the schools in their multischool exam center. All exam materials must be placed in secure storage at the designated coordinator's school until exam day.**

Schools that order exams individually, but test collectively, run the risk of administrative errors that could result in the need for retests. For example, if each school within a multischool center were to order its exams for Spanish Literature and Culture separately, it's possible that all schools wouldn't receive the same form of the Spanish Literature and Culture Exam. This will create irregularities during testing, as the master listening CD for each form of the exam is different.

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If you're the AP coordinator for a multischool exam center, be sure to complete the following:

- ☐ Make sure you're indicated as the AP coordinator on the AP Participation Form for each school you represent.
- ☐ Organize the exam order for each school you represent.
- ☐ For each school, create an exam only section for each course for which students will be testing. (See pages 68–69 for details about creating exam only sections.)
- ☐ Share the join code for each exam only section with the appropriate students.
- ☐ Submit the exam order for each school you represent by the November 13 final ordering deadline (or by March 12, 2021, 11:59 p.m. ET for courses that begin after November 13).

Part 2 of the *2020-21 AP Coordinator's Manual* will have details about how multischool exam centers administer exams.

See page 97 for details about ordering additional master CDs.

Additional Master CDs

AP French, German, Italian, and Spanish Language and Culture, Spanish Literature and Culture, and Music Theory Exams include **one set of master CDs**, as follows:

- French, German, Italian, and Spanish Language and Culture: one master CD for Section I (listening), and a double CD set containing one master CD for writing and one master CD for speaking for Section II
- Spanish Literature and Culture: one master CD for Section I (listening)
- Music Theory: one master CD for Sections IA and IIA (listening) and one master CD for Section IIB (sight singing)

NOTE: By default, you'll receive one set of master CDs for each subject ordered regardless of the number of exams ordered. You'll need to request more master CDs when additional testing rooms are needed; for instance:

- **NEW** This year local social distancing requirements might necessitate more testing rooms for a subject.
- Some schools administer the speaking or sight singing parts of the exams in multiple rooms if they have enough rooms and recording equipment to administer these sections to groups of students at the same time (or, in the case of AP Music Theory, administering the sight singing section to individual students at the same time in separate rooms, since students must record individually for this subject). If you plan to do this, you should order master double CD sets or sight singing CDs for **each** testing room.
- Also, order sufficient master CDs if you have students who have been approved for extended time or other accommodations that require separate testing rooms. You should order one set of master CDs for each testing room.

When you submit your exam order, you may request:

- 1 additional master writing/speaking CD set or sight singing CD for every 4 exams ordered
- 1 additional master listening CD for every 10 exams ordered

Contact AP Services for Educators if you need to order more master CDs than the system allows.

You may add additional master CDs to your exam order until **March 12, 2021, 11:59 p.m. ET**. After **March 12**, if you need to request additional master CDs, you must contact AP Services for Educators.

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Subject-Specific Information

AP Art and Design

AP Art and Design Exam Orders

Students will enroll in their AP Art and Design class section in My AP, and then they can be included in your exam order.

If your school has combined Art and Design classes, you need to create class sections in AP Registration and Ordering for each portfolio type offered at your school to order the portfolios. For example, if Period 1 Art and Design has students studying AP 2-D Art and Design and students studying AP Drawing, you need to create two class sections: "Period 1, AP 2-D Art and Design" and "Period 1, AP Drawing."

Students use the Art and Design digital submission web application to submit the digital portions of their portfolios. The number of student portfolios that can be set up in the digital submission application will be determined by the number of AP Art and Design Exam orders you've submitted by November 13. If an AP Art and Design class begins after November 13, students and teachers will be able to access the AP Art and Design digital submission web application after the exam order is submitted.

Switching an AP Art and Design Exam for a Student

If you order an AP Art and Design Exam for a student and they indicate after the November 13 ordering deadline that they would like to switch to a different type of Art and Design Exam, you may switch the student's Art and Design Exam in AP Registration and Ordering by March 12, 2021 (11:59 p.m. ET) without incurring the late order fee.

The student must be enrolled in a class section for **both** courses in order to switch the exam without incurring a fee.

For example, if you ordered an AP 2-D Art and Design Exam for a student and the student instead wants to submit an AP Drawing portfolio, you may switch this student's existing order in AP Registration and Ordering from AP 2-D Art and Design to AP Drawing. After switching the exam, you need to submit the change to your exam order.

See page 88 for details about switching a student's exam order from one AP Art and Design Exam to a different AP Art and Design Exam.

AP Art and Design Digital Submission Web Application

The AP Art and Design digital submission web application (**apstudio.ets.org**) will be available beginning in **November 2020,** after the final exam ordering deadline.

AP coordinators and AP teachers at schools offering AP Art and Design courses will receive email notification in November when the application is open.

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See pages 110–115 for details on how students enroll in a class section and enter registration information through My AP.

The number of portfolios that can be set up in the AP Art and Design digital submission web application is set to the number of portfolios ordered for 2021 through AP Registration and Ordering.

AP Art and Design students will complete registration information when they first enroll in a class section through My AP (**myap.collegeboard.org**). After they provide their registration information through My AP, each student is assigned a unique AP ID. Each student needs to enter their name and AP ID when they initially log in to the AP Art and Design digital submission web application.

How you first access the digital submission web application will vary depending on whether you used the application in previous years. Some teachers and AP coordinators who have used this application in the past may be prompted to update their passwords due to more rigorous security requirements. If you've never used the AP Art and Design digital submission web application, you'll need your **AP Registration and Ordering** access code for this year (see page 49) to gain initial access. Details about accessing the application are available at **collegeboard.org/apartanddesign**.

If you experience difficulty accessing or using the digital submission web application, contact AP Services for Educators by phone or email. If you forget your username or password, click **Forgot username or password** on the sign-in page. Your username and password for the AP Art and Design digital submission web application are different from your College Board professional account information.

NOTE: If your school designated an additional staff person to act on behalf of the primary AP coordinator on the 2020-21 AP Participation Form, that person can also function as a coordinator in the AP Art and Design digital submission web application.

This is an overview of the digital submission process:

1. Set up your school's access to the digital submission web application (if necessary), and pass access information to your school's AP Art and Design teachers (mid- to late November).
2. Teachers set up access to the digital submission web application (if necessary), and pass access information to students (late November/early December).
3. Students set up access to the digital submission web application (late November/early December).
4. Students upload images that are already completed; continue to work on portfolio and upload images through the winter and spring.
5. Students forward their finalized portfolio to the teacher by the teacher's deadline.
6. Teachers review and forward students' portfolios to you.
7. You forward the digital Art and Design Portfolio Exams to the AP Program (no later than May 7, 2021, 8 p.m. ET).

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How Students Will Use the Application

Students can begin uploading and arranging digital images of their artworks as soon as possible after setting up access to the digital submission web application. It's important that students log in to their own accounts and upload their own images. When work is complete, students submit their portfolios to the AP Art and Design teacher. Students who are homeschooled or not submitting to an Art and Design teacher will submit their digital portfolios directly to the AP coordinator.

How Teachers Will Use the Application

The teacher can review students' portfolios while their work is in progress. The teacher's role is important in ensuring that students' work is progressing, that they are uploading images for the teacher's review, and that the work students upload is their own original work.

Once a student has forwarded their digital portfolio to the teacher, the teacher should do one of the following:

- Forward the final portfolio to the AP coordinator for submission to the AP Program.
- In the rare event of a technical error or incomplete submission, send the portfolio back to the student with recommendations on how to correct the submission. **Incomplete portfolios can't be submitted.** Please note, all students have agreed to abide by the College Board artistic integrity statement when they submit their work. Even if a teacher were to suspect that a student may have plagiarized aspects of the portfolio, the teacher must not send back the submission. In the event of suspected plagiarism, the teacher can call AP Services for Educators for guidance.

How Coordinators Will Use the Application

Your homepage in the AP Art and Design digital submission web application is your central repository of information about the AP Art and Design students and teachers at your school. Your homepage is where you send the portfolios to the AP Program, among other tasks.

Sending Digital Art and Design Portfolios to AP

Once the finalized digital Art and Design portfolios have been forwarded to you by the teacher, you must use the Send Portfolio to AP action to submit all digital portfolios to the AP Program for scoring. You must do this **no later than 8 p.m. ET on May 7, 2021**.

See **Part 2** of the *2020-21 AP Coordinator's Manual* for details about sending students' final portfolios to the AP Program.

Technical Requirements and Recommendations for Using the Digital Submission Web Application

Coordinators, students, and teachers will need a computer with an internet connection to access the AP Art and Design digital submission web application. In addition, students or their teachers will need a digital camera to capture images of their artworks.

To effectively access the AP Art and Design digital submission web application, schools and students will be required to select one of the recommended operating systems and browsers. Users won't be restricted to specific hardware configurations; however, slower response times may result from using older computers.

Software Requirements:

For information about supported web browsers and operating systems, and technical requirements for students' digital images, visit **collegeboard.org/apartanddesign**.

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AP Computer Science Principles

The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Computer Science Principles class section in My AP. Their enrollment then carries over to the AP Digital Portfolio, which students use to submit their Create performance task.

The AP ID assigned to a student through My AP also carries over to the AP Digital Portfolio.

Class sections are created only through AP Registration and Ordering. Teachers don't create separate class sections in the AP Digital Portfolio.

See pages 68–69 for instructions about creating an **exam only section.**

If you're ordering exams for students who are taking an AP CSP class through an online provider, or for students who are homeschooled or independent study students, you must create an **exam only section** for these students in AP Registration and Ordering, and give them the appropriate join code.

Order AP Computer Science Principles Exams along with all other AP Exams in AP Registration and Ordering.

Coordinators log in to the digital portfolio to check the final submission status of students' Create performance task. **Part 2** of the *2020-21 AP Coordinator's Manual* will contain more information about AP Computer Science Principles, including details about the AP Digital Portfolio.

Important:

Students need to use the same College Board account information when accessing both My AP and the AP Digital Portfolio. Students who don't use the same account might not be able to upload and submit their work for scoring.

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AP Capstone

The AP Digital Portfolio is a separate system from My AP, but the two systems are directly linked. Students enroll in an AP Seminar or AP Research class section in My AP. Their enrollment then carries over to the AP Digital Portfolio, which students use to submit their performance tasks and to access EBSCO and Turnitin.

The AP ID assigned to a student through My AP also carries over to the AP Digital Portfolio.

Class sections are created only through AP Registration and Ordering. Teachers don't create separate class sections in the AP Digital Portfolio.

AP Seminar and AP Research teachers use the AP Digital Portfolio to enter student presentation scores. In addition, AP Seminar teachers publish stimulus materials to students and create student teams. AP coordinators log in to the digital portfolio to check the final submission status of students' performance tasks and the status of teacher score entries.

Order AP Seminar and AP Research Exams along with all other AP Exams.

REMINDER: Order an AP Research Exam for each student enrolled in the course, even though there's no end-of-course exam. Without an exam order, their performance task won't be scored. Students taking AP Research provide their information only through My AP when they enroll in a class section; there's no longer a separate answer sheet process for AP Research students.

Schools will be billed for all exams that are part of their exam order at the time the invoice is generated. The final amount invoiced isn't determined by whether a student has submitted their performance tasks or started the end-of-course exam. Exam fees are applied to AP Capstone in the same way as for all other exams. (See pages 22–25 for details about fees.)

Part 2 of the *2020-21 AP Coordinator's Manual* will contain more information about AP Capstone, including details about the AP Digital Portfolio.

Important:

Students need to use the same College Board account information when accessing both My AP and the AP Digital Portfolio. Students who don't use the same account might not be able to upload and submit their work for scoring.

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Exam Materials: AP ID Label Sheets and Answer Sheets

You can download a student roster through AP Registration and Ordering that lists the AP ID for every student enrolled in a class section. See page 77.

Schools receive exam shipments in April. AP ID label sheet shipments arrive separate from exam shipments.

When a student provides their registration information in My AP when first enrolling in a class section, the student is assigned a unique, alphanumeric code known as an **AP ID**.

An AP ID label sheet is produced for each student included in your school's AP Exam order. A student places AP ID labels on their exam materials, connecting their materials with the registration information they've provided. Once an AP ID is assigned to a student, it remains their AP ID every year they take an AP course or exam. Students will receive a new AP ID label sheet with their AP ID each year they take AP Exams.

Because students' registration information is captured in the AP ID barcode label, they need to provide only a few pieces of identification information on their answer sheets on exam day.

AP ID Labels

You can choose how you'd like the AP ID label sheets to be sorted when they're sent to you. See page 96.

You'll automatically receive one AP ID label sheet for every student included in your exam order. AP ID labels don't need to be ordered separately.

In the spring, you'll receive your shipment of AP ID label sheets. An accompanying checklist indicates the students whose AP ID label sheets are included in the shipment. Use the list to help check and organize the AP ID label sheets in preparation for the exam administration. You don't need to return the AP ID label sheets or list to the AP Program.

If a student is taking AP Exams at multiple schools, an AP ID label sheet for the student will be sent to each school at which they've been included in the exam order.

Because the AP ID label sheets contain students' personal information, you should store them securely, and securely destroy them after your school has finished administering all AP Exams for 2021. Details about this will be in **Part 2** of the *2020-21 AP Coordinator's Manual*.

Depending on the number of students included in your exam order, your shipment of AP ID label sheets may arrive in multiple boxes.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 12, 2021. If any student taking an exam at your school doesn't have an AP ID label sheet, you'll be able to look up the student's AP ID in your student roster in AP Registration and Ordering (see page 77).

Part 2 of the *2020-21 AP Coordinator's Manual* will have more details about the AP ID label sheets, including tracking, receiving, checking, and storing your shipment of label sheets.

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Below is an example of an AP ID label sheet. This example doesn't include student information. Actual AP ID label sheets will have student information listed at the top as follows:

- **Name =** Last name, first name
- **AP ID =** The student's unique alphanumeric AP ID (the AP ID is also printed below each barcode label)
- **School Code:** The 6-digit code for the school the student attends
- **DOB =** The student's date of birth, listed as month/day/year
- **Grade =** The student's current grade level

The AP ID label sheet lists the student's known exam schedule (up to eight exams) as of the time the label sheet is printed. If a student is taking more than eight total exams, their label sheet will include the note "+ Additional Exams." The schedule lists regularly scheduled exams as well as exams a student may be taking during a later exam administration (alternate exams for late testing are indicated with an asterisk).

AP coordinators and proctors can use the schedule to help organize AP ID label sheets for each exam administration. However, the AP coordinator's master exam schedule should always be considered the official record of students' AP Exam schedules.

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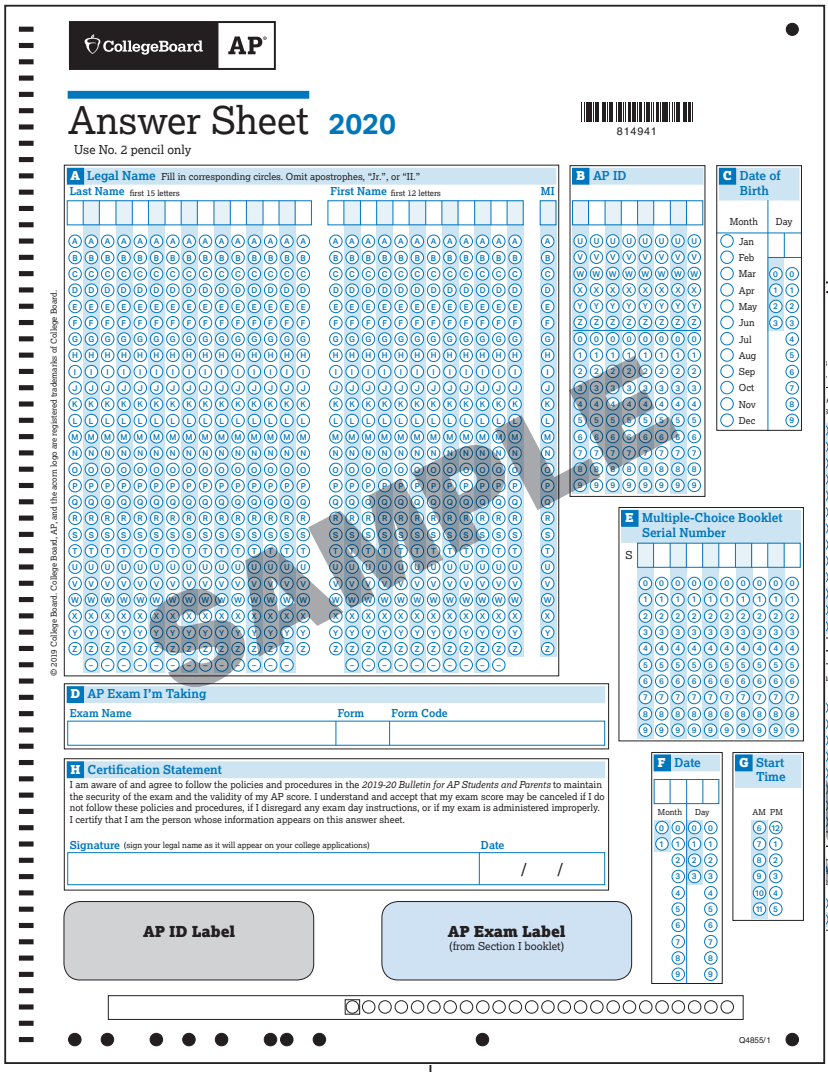
Answer Sheet

Answer sheets will be sent in your exam shipments. The answer sheet is a single page, double-sided. On exam day, proctors read the General Instructions in the *2020-21 AP Exam Instructions* for students to complete fields A–H on the front side of their answer sheet.

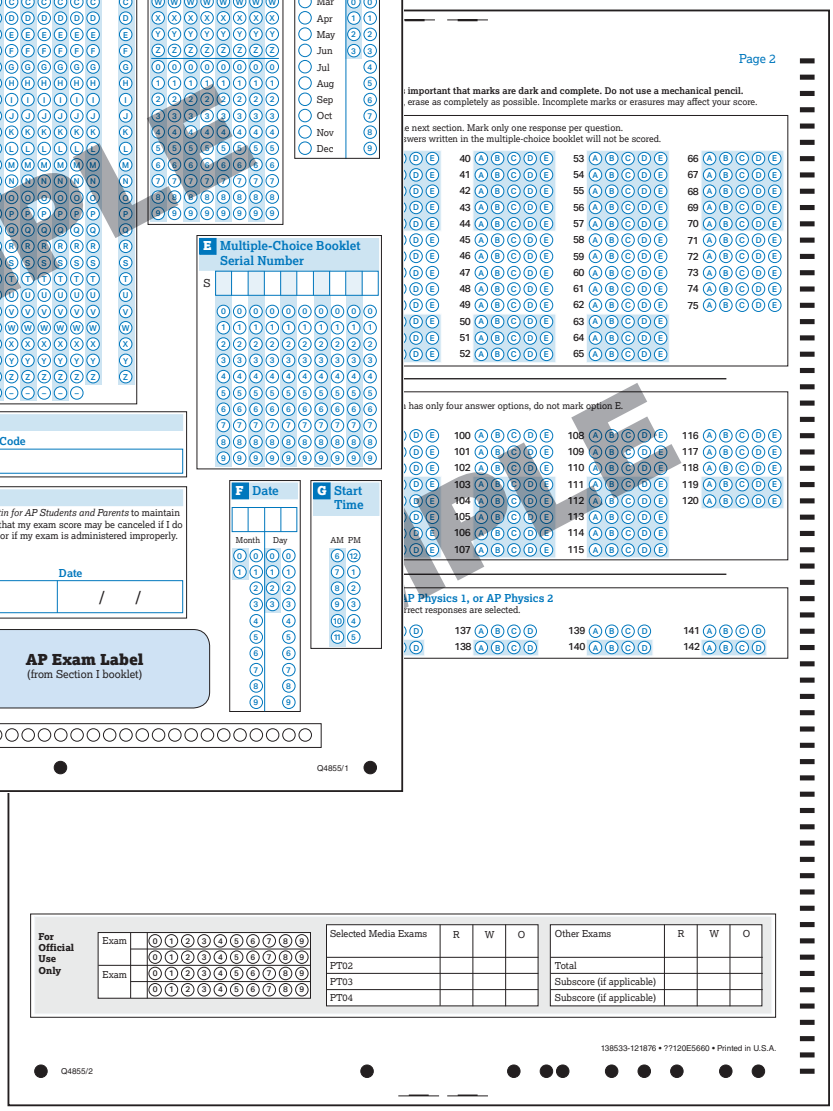
Students will place an AP ID label from their label sheet on their answer sheet.

Below is an example of the answer sheet for reference.

Answer Sheet (side 1)



Answer Sheet (side 2)



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Accessing and Using AP Registration and Ordering

This section provides details about the four key steps for your school leading up to the November 13 final ordering deadline:

1. Access the system and initial setup
2. Class section setup
3. Student enrollment
4. Order finalization

1. Access the System and Initial Setup

Learn How to:

- Access AP Registration and Ordering
- Complete initial setup in AP Registration and Ordering
- Set your student exam decision indicator setting preference
- Complete the AP Participation Form online
- Indicate a change to the AP coordinator, alternate AP coordinator, and principal

AP Registration and Ordering Access Code

On August 1, 2020, AP coordinators and principals receive an email with their school's unique AP Registration and Ordering access code for the 2020-21 school year. The email is sent to the AP coordinator on record for your school. If you don't receive the email, check with your principal or call AP Services for Educators.

The access code is specific to the 2020-21 school year. You can't use last year's code. Access codes are active between August 1 and July 31 of the following year, to give coordinators time within the score reporting window to access their information from the past year. A new access code needs to be entered every year starting August 1.

You'll need to enter this year's access code when you first sign in starting on August 1, even if you've already been using AP Registration and Ordering over the summer using access from last year's code. Entering the new code establishes your access for this year. If information was entered for 2020-21 before August 1—such as class sections created by you or teachers, or setup information—it will be preserved after you enter this year's access code.

Important:

You'll also need your AP Registration and Ordering access code to access other AP systems during the year, such as the AP Art and Design digital submission web application and the Digital Audio Submission (DAS) portal. After you complete setup, your access code will be displayed on your homepage after you sign in to myap.collegeboard.org (see page 60).

When you've received the access code:

1. Go to **myap.collegeboard.org** or to AP Central and sign in with your College Board professional username and password (or create a new account if you don't already have one; don't create multiple accounts). Select that you're signing in as a coordinator. Enter the access code and your school name when prompted.
2. Review and accept the terms of service.

See pages 102–116 for details about student and teacher access.

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Administrator Access Code

On the personalized homepage that you'll see whenever you sign in, you'll also be able to view the **administrator** access code for your school (see page 60). The administrator access code can be used by staff at your school, such as your principal, who would like view-only access to AP Registration and Ordering and AP Classroom. You can share this administrator access code with up to 5 staff members at your school. Staff who use this access code won't be able to add, delete, or change any information in the system.

It's important to share the **administrator access code—not** the coordinator access code—with any staff members who need view-only and not ordering capabilities.

Technical Requirements

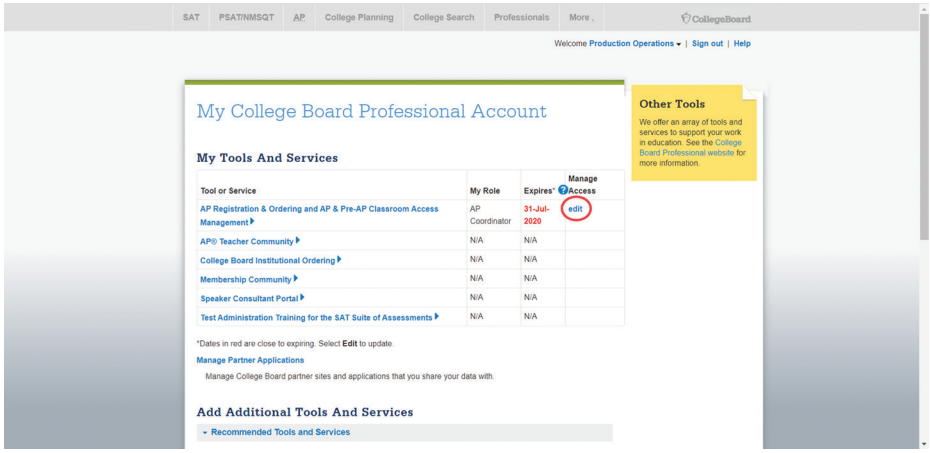
Use a computer that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer, and is connected to the internet.

Coordinators Representing Multiple Schools

If you're the AP coordinator for more than one school, you receive an access code for each school you represent. You'll initially sign in using one access code and will need to enter the access codes for the other schools you represent because you'll need to submit a separate exam order for each school.

To enter additional access codes:

- Click your name in the upper right on your AP Registration and Ordering home page.
- Go to the **My Tools and Services** menu.
- Click **Edit** next to **AP Registration & Ordering and AP & Pre-AP Classroom Access Management**. Enter the additional access code(s).



Schools That Only Administer AP Exams and Don't Offer AP Courses

If you're the AP coordinator for a school that only administers AP Exams, and doesn't offer AP courses, be sure to complete these steps:

- Complete initial setup in **AP Registration and Ordering** and select the option indicating that your school plans to administer any AP Exams. Complete the **AP Participation Form**. (See pages 51–58.)
- Create an **exam only** section for each subject for which you'll be administering exams. (See pages 68–69.)
- Provide students with the appropriate **join code** for each exam only section. (See pages 70–72.)

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- Be sure that students enroll in the exam only section for the AP Exam they'll be taking at your school. (See page 73.)
- Organize your exam roster and submit your exam order by **November 13, 2020 (11:59 p.m. ET)**. (See pages 84–98.)
- Submit any changes to your initial exam order and exam orders for second-semester courses by **March 12, 2021 (11:59 p.m. ET)**. (See page 99.)

Schools That Do Not Administer AP Exams

If you're the AP coordinator for a school that offers AP courses but doesn't administer AP Exams (i.e., your students go to other schools to take their exams), be sure to complete these steps:

- Complete initial setup in **AP Registration and Ordering** and select the option indicating that your students' AP Exams will be ordered by another school or your district office. Complete the **AP Participation Form**. (See pages 51–58.)
- Create class sections for each AP class offered at your school so AP teachers can utilize AP Classroom resources with their students. (See pages 65–67.)
- Be sure that students enroll in the class sections for the courses at your school **and** the appropriate **exam only** sections at the schools where they'll be taking their AP Exams. (See page 73.)
  - For class sections at your school: Each AP teacher should provide students with the appropriate join code to enroll in their class section. Make sure the **Order Exam?** status is **No** for the students in these class sections. (See page 87.)

    NOTE: In addition to giving teachers and students access to AP Classroom resources, virtual schools also need to create class sections for students to join in order to receive students' score reports. (See pages 37–39.)
  - For exam only sections: The AP coordinator for the school where students will be taking AP Exams needs to provide the join code for each exam only section.

NOTE: Test centers outside the United States may have additional local procedures for students to register to take AP Exams.

Initial Setup

After you sign in to AP Registration and Ordering using your 2020-21 access code, if you haven't already completed setup for 2020-21, you'll be brought to the Setup section. You need to complete the information in the **School Information** and **Exam Administration** sections. This information is needed to generate your AP Participation Form. All required fields in these sections must be completed before you can complete other activities in the system. You also need to review the information on a few other setup screens.

Setup must be completed each year.

BEST PRACTICE: *Gather information for the Setup section in advance to streamline the process.*

Information and decisions needed to complete setup are:

- ☐ Contact information for the AP coordinator, principal, and backup coordinator (if applicable)
- ☐ Your school's start and end dates for the academic year
- ☐ The number of total students (not just AP) in each grade level at your school
- ☐ Whether your school administers AP Exams (including AP Art and Design Portfolio Exams) and whether the exam is required for students taking AP classes
- ☐ Whether your school is willing to administer exams to outside students

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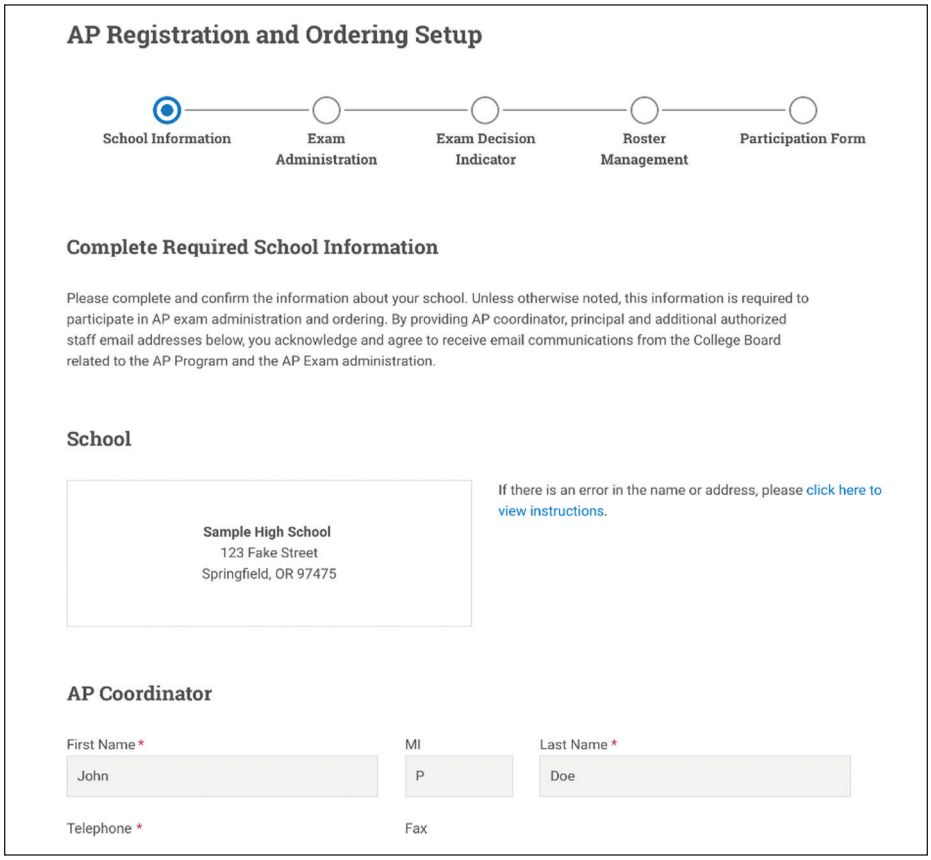
- ☐ Whether your school collects exam fees from students and, if so, when fees are collected and whether your school has different fee collection policies for students who are and are not eligible for the College Board fee reduction
- ☐ Your school's GPA policy for AP courses
- ☐ Whether you want teachers to have the ability to move or drop students from class sections

School Information and Exam Administration

First, you'll complete the **School Information** and **Exam Administration** screens to provide the information needed to generate your AP Participation Form.

Provide **school population data** if your district wants or requires Equity and Excellence Reports. If you need to provide school population data at a later point, you may skip it now and come back to it later by going to **Settings**. Just be sure to complete all other fields.

REMINDER: You need to indicate that your school administers exams even if the only AP courses offered at your school are **AP Art and Design** and/or **AP Research**, so that you can submit orders for AP Art and Design Portfolio Exams and AP Research.



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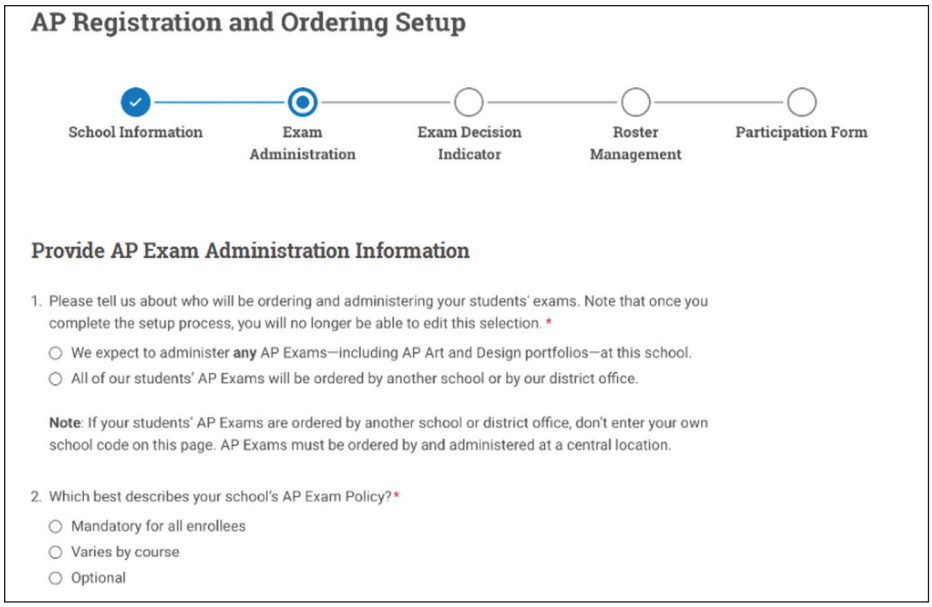

Important:

If you know that your school will be administering AP Exams in **any** subject in 2021 (including AP Art and Design)—or even if you're not sure—**select the option indicating your school expects to administer exams.**

You won't be able to change your selection for item 1 on the Exam Administration screen (whether your school administers exams) after you complete the setup process. Only select "Our students' AP Exams will be ordered by another school or by our district office" if you're certain your school definitely won't be administering any AP Exams in 2021. If you have any uncertainty about this, then select the option that your school expects to administer exams. There's no penalty for selecting this even if your school ultimately doesn't administer AP Exams in 2021.

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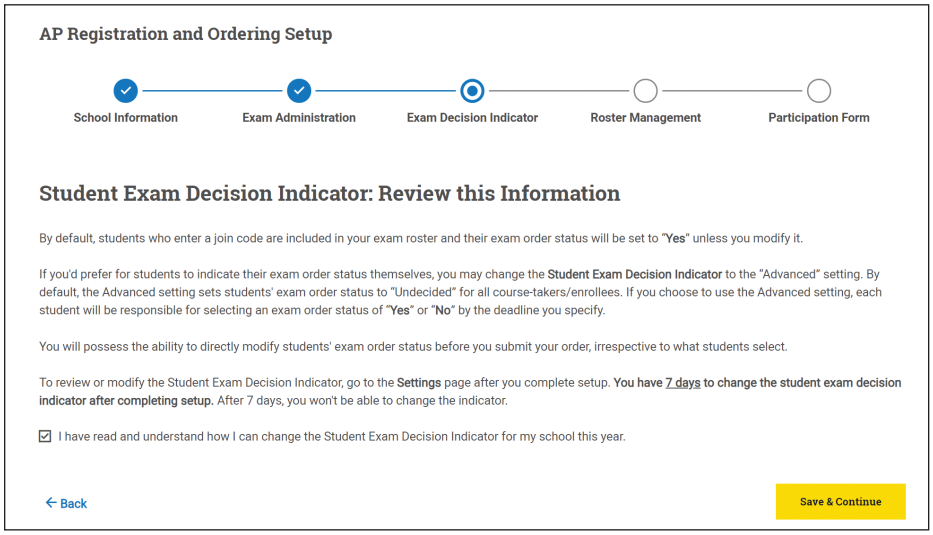
Student Exam Decision Indicator Information

If you indicate on the Exam Administration screen that your school will administer exams, you'll next be asked to review and acknowledge information about the exam decision indicator.

By default, the system sets all students to an order exam status of **Yes** when they join a class section. The exam decision indicator is a setting that you can adjust if you'd prefer for students themselves to indicate whether they intend to take an exam.



The screen about the exam decision indicator in setup is only an acknowledgment screen. You can't change the indicator from here. If you'd like to change the student exam decision indicator, you can do so from **Settings** after completing the setup steps.

See pages 61–64 for details about the student exam decision indicator setting.

Important:

You have **7 days** from the time you complete setup to change the student exam decision indicator. After 7 days, you won't be able to change the indicator.

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Teacher Ability to Drop and Move Students

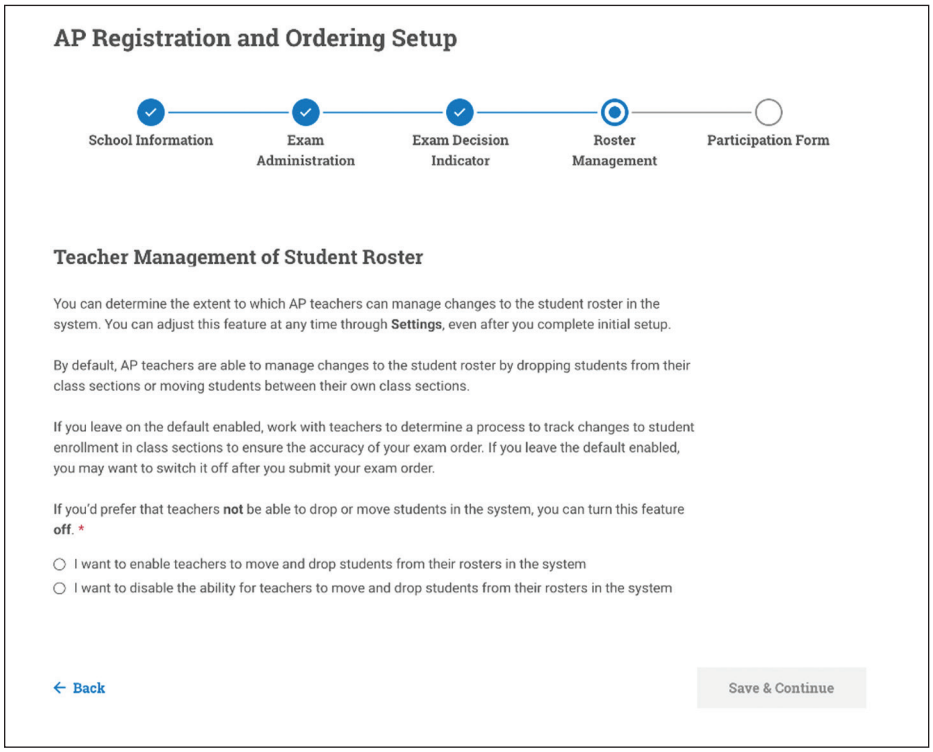
The next screen—Roster Management—asks you to review settings about teachers' ability to drop and move students from class sections.

By default, the system allows teachers to drop students from their class sections or move students between their own class sections.

If you'd prefer that teachers **not** be able to drop or move students from class sections in the system, you can disable this setting.

You can change this setting at any time, even after you complete the initial setup steps.

BEST PRACTICE: *If you leave the setting on (to allow teachers to drop or move students), work with teachers to determine a process to track changes to student enrollment in class sections.*



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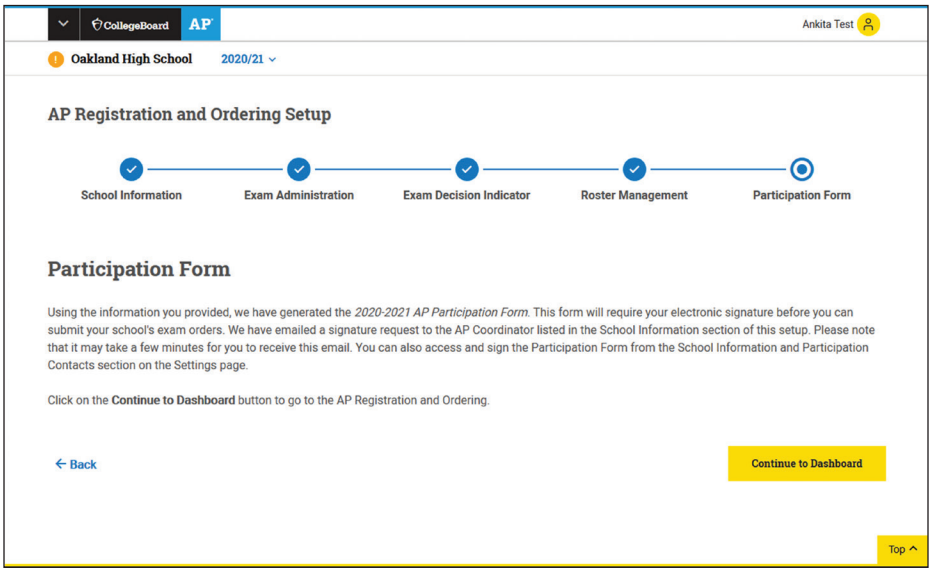
Completing the AP Participation Form Online

To register your school to offer AP Exams in May 2021, you must complete the information in the AP Registration and Ordering Setup section, and then electronically sign and submit the AP Participation Form that's generated. The Participation Form needs to be completed every year.

The last screen of the Setup section indicates that your AP Participation Form has been generated. You'll also receive an email when your AP Participation Form is ready for you to review and sign.



The Participation Form must be electronically signed and submitted through AP Registration and Ordering. Schools don't get a paper copy in the mail. You may print a copy of the completed form for your records. **Don't mail a copy of the form to the AP Program.**

Important:

To ensure you receive the email notification about your AP Participation Form, please add **@docusign.net** to your address book. If you don't get an email after completing setup, go to **Settings** to access your AP Participation Form.

The AP Participation Form will include spaces for the AP coordinator to electronically add their initials and signature to confirm their understanding of and agreement to the policies stated in the form. The principal's signature isn't required. Review the information in the AP Participation Form and click to add your initials and signature where indicated.

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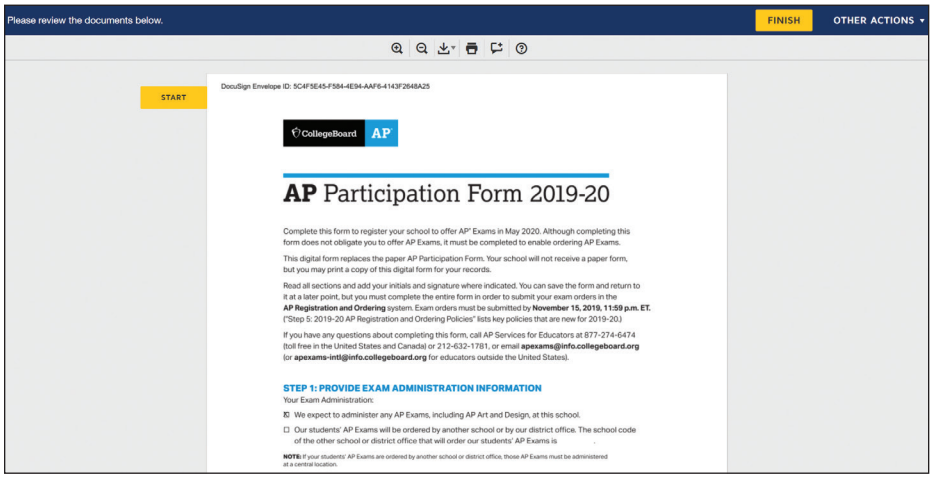
You'll receive a confirmation email once you've completed the AP Participation Form.

If you need to make changes to your information or your school's information in the form, return to the **School Information** section (under **Settings**) and make the necessary corrections.

- **If you haven't yet signed and submitted the AP Participation Form:** A new form will be generated for you to sign and submit.
- **If you've already signed and submitted the AP Participation Form:** You should still update the School Information section, but you won't need to resubmit the form.



NOTE: The Participation Form shown above is just an example. Your AP Participation Form will say 2020-21.

The Participation Form Must Be Completed to Submit an Exam Order

The AP Participation Form must be electronically signed and submitted through AP Registration and Ordering before the coordinator can submit the exam order. Coordinators can't submit exam orders if the form hasn't been submitted.

Coordinators should complete and submit the AP Participation Form well before the November 13 exam ordering deadline. If your school's exam order is submitted after the ordering deadline because the AP Participation Form wasn't completed, the $40 per exam late order fee will apply.

BEST PRACTICE: *Complete the AP Participation Form as soon as possible after receiving email notification that it's available.*

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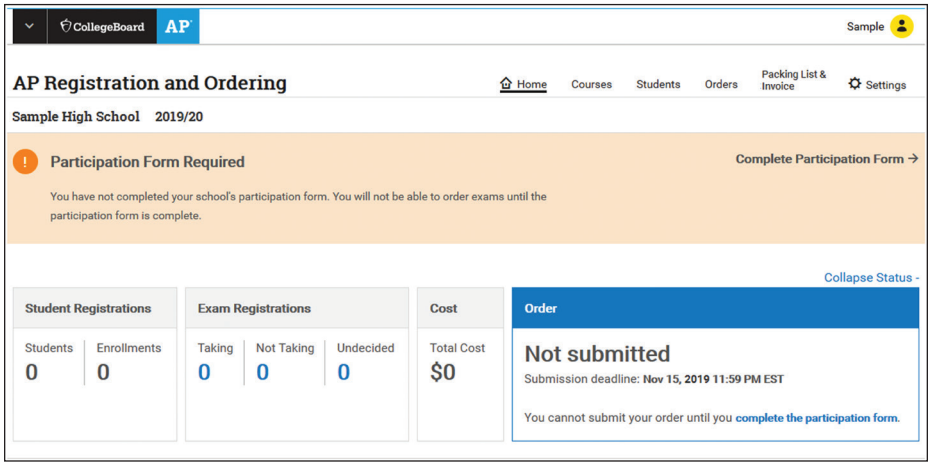
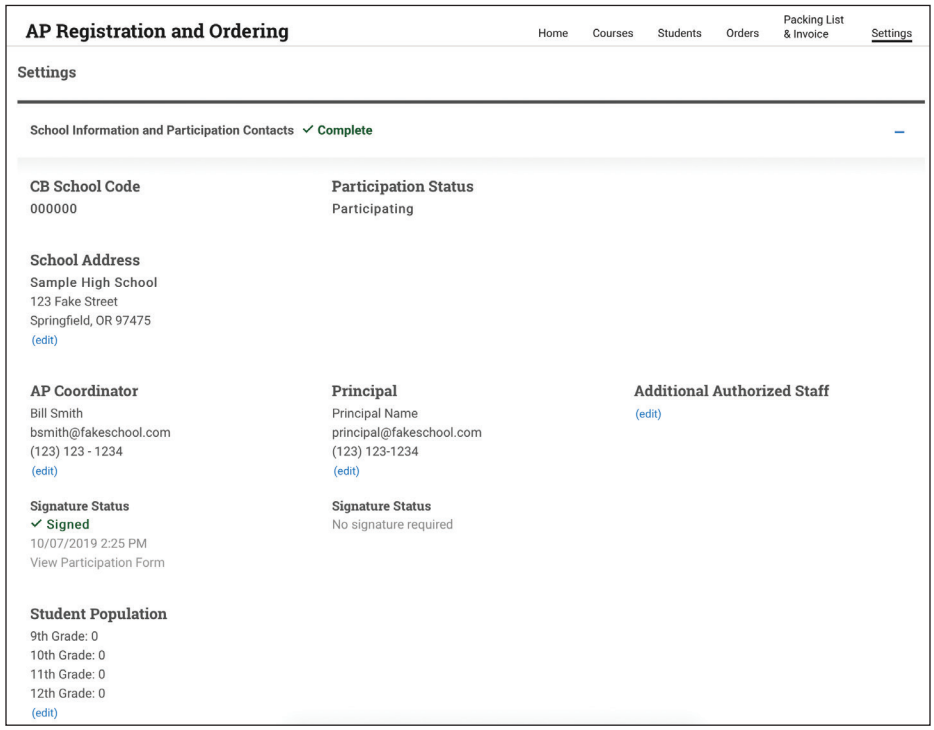
If you begin reviewing the AP Participation Form, you may return to it later. An alert message will appear on the AP Registration and Ordering home screen until you sign and submit the form.



Viewing Completed Setup Information

After you've completed the setup screens, you can view a record of the information you provided. Go to the **Settings** page and then to **School Information and Participation Contacts**.



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Updating AP Coordinator Information

If a new AP coordinator takes over during the academic year, the coordinator information in the **School Information** section on the **Settings** page needs to be updated promptly.

The principal should give the new AP coordinator the 2020-21 AP Registration and Ordering access code. The new AP coordinator enters their information in the **School Information** section.

- If the outgoing AP coordinator **did not** sign and submit the AP Participation Form, a new form will be generated with the new AP coordinator's information. The new AP coordinator should review and complete the form.
- If the outgoing AP coordinator **did** sign and submit the AP Participation Form, the form doesn't need to be submitted again.

The new AP coordinator must meet all AP coordinator eligibility requirements (see page 11.)

AP Course Audit Process

Step 4 in the AP Participation Form asks you to confirm information about your school's AP Course Audit. AP coordinators need to verify that their school's designated AP Course Audit administrator has confirmed that the 2020-21 AP Course Ledger accurately reflects their school's AP offerings. If you're unsure who your school's AP Course Audit administrator is, ask your principal. AP Course Audit administrators are identified to the AP Program through a different process than the AP coordinator. For more details about AP Course Audit, go to **collegeboard.org/apcourseaudit**.

Ensuring accurate and current information in AP Course Audit is important because your school's AP courses and teachers are listed in AP Registration and Ordering based on the information in AP Course Audit.

See page 10 for details about the steps in AP Course Audit that new AP teachers, or those teaching a different AP course for the first time this year, must complete in order to enable class section creation for their courses.

AP Participation Survey

In the fall, you'll receive an email with a link to the 2020-21 AP Participation Survey. You'll complete the survey online only.

In 2019-20, we shortened the survey from 70+ questions to under 30 questions, and moved it online for coordinators' convenience.

The feedback provided from AP coordinators through the survey helps the AP Program make important program decisions, informs the development of new AP-related initiatives, and identifies important state and regional trends that affect our policies related to exam funding and professional development offerings.

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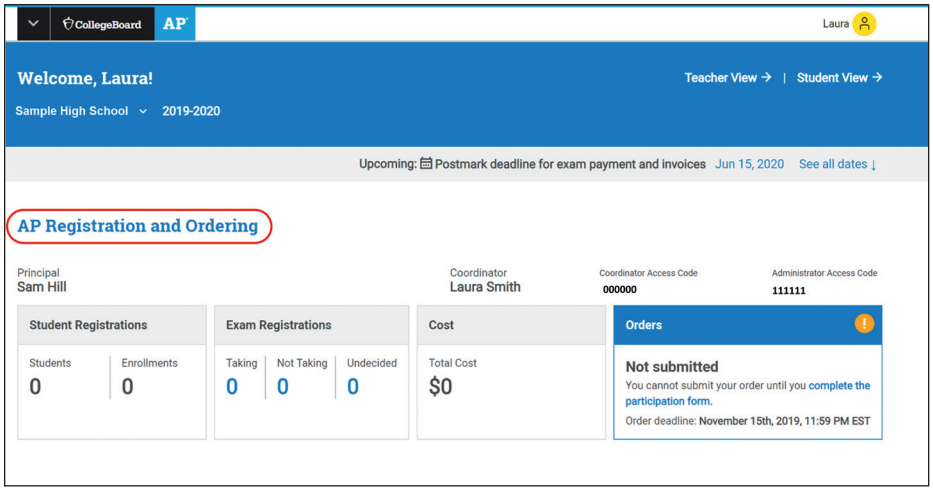
Accessing AP Registration and Ordering After Completing Setup

After you've completed setup, you'll have access to your personalized homepage. This is the first page you'll see anytime you sign in to **myap.collegeboard.org** or sign in from AP Central. To get to your personalized homepage, click the "Home" link at the top of the screen when you're signed in.

Your homepage is where you'll be able to access AP Registration and Ordering, and also view a timeline of upcoming deadlines and milestones.

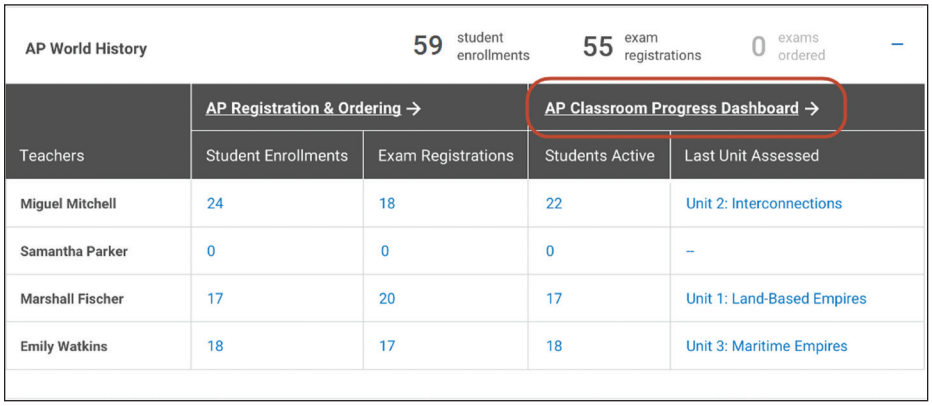
To access AP Registration and Ordering, click the link from the top of your homepage.

Your homepage after signing in is where you'll always be able to access AP Registration and Ordering.



You can view details for each course, including the **AP Classroom Progress Dashboard**, which shows student progress. For details on how teachers use AP Classroom, see pages 102–110.

You can view AP Classroom for each course to see the resources that teachers have access to.



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Student Exam Decision Indicator Setting

If you want to change the student exam decision indicator, do this **within the first week** after you complete setup in AP Registration and Ordering. To change the student exam decision indicator, go to the **Settings** section.

If you're not ordering exams, you don't need to use the student exam decision indicator.

You can choose between two settings for the student exam decision indicator:

- **Default Setting:** All students have an **Order Exam?** status of **Yes** when they enroll in class sections. If this is the option you prefer, there's no further action for this setting.
- **Advanced Setting:** All students have an **Order Exam?** status of **Undecided** when they enroll in class sections. Each student is responsible for indicating their exam decision as **Yes** or **No** by a deadline that you specify. Even with this setting, you still have the ability to make final changes to your exam roster, including changes to students' exam registration as necessary. (Note: Students who enroll in exam only sections are always set to an **Order Exam?** status of **Yes**, even when the advanced setting is enabled.)

Important:

- You may change the exam decision indicator setting **only within 7 days** of completing your initial AP Registration and Ordering setup. After 7 days, you won't be able to change this setting.
- You can only change the exam decision indicator setting **once**. If you select the advanced setting, you won't be able to switch back to the default setting.

NEW Because students can choose to cancel exams with no fee this year, to best support students in making their exam registration decisions in the fall we recommend AP coordinators leave the student exam decision indicator setting at the **Default** setting this year. By using the Default setting, all students will be set with an Order Exam status of Yes when they join their class sections. Remember that new orders added after November 13 will incur the $40 per exam late order fee.

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Using the **Default** setting is recommended this year.

Default Setting

As the default setting, all students who enroll in class sections before November 13, 2020, are directly included in your exam roster. You'll likely prefer to leave the default setting if your school requires students in AP courses to take the corresponding exam or if your school only administers AP Exams without offering courses.

With the default setting, when you go to the **Students** section, you'll see **Yes** listed in the **Order Exam?** column next to each student's name once the student has enrolled in a class section. Review the roster and each student's exam registration status.

- If there are students who **won't** be taking an AP Exam, change their status in the **Order Exam?** column from **Yes** to **No** for *each AP Exam the student isn't taking*.
- If a student is taking an AP Exam at a school other than yours, make sure the student's **Order Exam?** status is **No**.

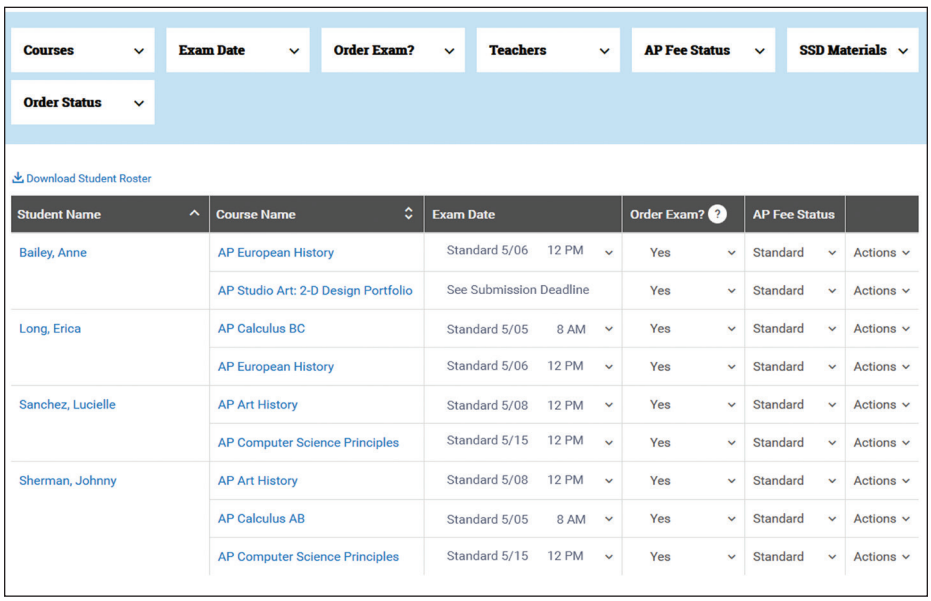
You may change students' exam registration at any time until the final ordering deadline without incurring an additional fee. If you submit your initial exam order before November 13 and need to make changes, you'll need to submit the changes to the order. The late order fee is applied only to exams ordered for full-year or first-semester courses after the November 13 final ordering deadline.

See page 87 for details on changing students' exam registration before finalizing your exam order.

REMINDER: The unused/canceled exam fee **won't** be applied this year.

With the default setting, if a student enrolls in a full-year class section or second-semester class section *after* November 13, that student's exam registration will be automatically set at **Yes**.

The screenshot below shows the student roster after students have enrolled in class sections when the default setting is used.



Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status	
Bailey, Anne	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
	AP Studio Art: 2-D Design Portfolio	See Submission Deadline	Yes	Standard	Actions
Long, Erica	AP Calculus BC	Standard 5/05 8 AM	Yes	Standard	Actions
	AP European History	Standard 5/06 12 PM	Yes	Standard	Actions
Sanchez, Lucielle	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions
Sherman, Johnny	AP Art History	Standard 5/08 12 PM	Yes	Standard	Actions
	AP Calculus AB	Standard 5/05 8 AM	Yes	Standard	Actions
	AP Computer Science Principles	Standard 5/15 12 PM	Yes	Standard	Actions

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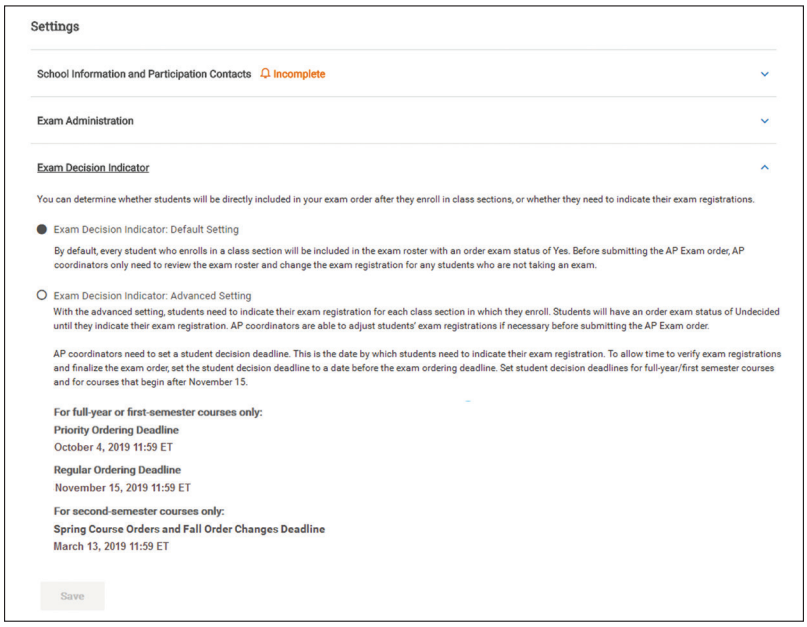
Advanced Setting

If you prefer, you may select an advanced setting to allow students to indicate their AP Exam registration themselves. Remember that even with the advanced setting, you still have the ability to make final changes to your exam roster, including changes to students' exam registration as necessary.

- To change the exam decision indicator setting within 7 days of completing setup, go to **Settings** and select **Exam Decision Indicator: Advanced Setting**.
- If you prefer to use the advanced setting, you should change the setting **before** students begin enrolling in class sections. If you change the setting *after* students have started enrolling in class sections, then all students who already enrolled will have an **Order Exam?** status of **Yes**, since that's the original default setting.
- If you select the advanced setting, students' exam decisions will be set as **Undecided** until the student indicates their AP Exam registration. Resolve any student decisions still set as **Undecided** before submitting your exam order.
- You may still change students' exam registration at any time before the November 13 final exam ordering deadline without incurring any additional fees (i.e., changing a student's exam decision from **No** to **Yes** or from **Undecided** to **Yes**).
- For exam only sections, the default **Order Exam?** status remains **Yes** even when the advanced student decision indicator setting is selected.



NOTE: The image above is an example of this screen from 2019-20. This year this screen will reflect the 2020-21 deadlines.

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If you opt to enable the advanced decision indicator setting, you need to set the **student decision deadline**, and you may choose to enable teacher confirmation.

Student Decision Deadline

This is the internal deadline for your students to indicate their exam registration. It's not an official ordering deadline; the student decision deadline gives you time to verify students' exam registrations and finalize the exam order before the preferred, final, and spring course orders and fall order changes deadlines.

The student decision deadline is defaulted to one week before the November 13, 2020 final ordering deadline (for full-year or first-semester courses) and one week before the March 12, 2021 spring course orders and fall order changes deadline (for courses that start after November 13). You can change the decision deadline to any date you prefer, but keep in mind the following:

- **You can't set the student decision deadline to the same date as an ordering deadline.**
- **It's important that you set a student decision deadline that's earlier than the ordering deadline to ensure you'll have enough time to finalize your exam order before the ordering deadline.**

Schools using the advanced setting should wait until the student decision deadline has passed before submitting the exam order. Once the exam order is submitted, students can no longer change their exam registration. **When using the advanced option, don't submit exam orders by the preferred ordering deadline (October 2, 2020) if you've set your student decision deadline to a date after October 2.**

BEST PRACTICE: *On the first day of school, let students and teachers know when the student decision deadline is.*

Teacher Confirmation (optional)

If you'd prefer teachers only be able to view their students' exam registrations but not edit the information, leave the teacher confirmation disabled (this is the default setting). If you enable teacher confirmation, AP teachers will be able to review and edit their students' exam registrations. Remember: Even when teacher confirmations are enabled, you can still make final changes to students' exam registrations.

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2. Creating Class Sections

Learn How to:

- Create class sections and exam only sections in AP Registration and Ordering
- Advise teachers about sharing class section join codes with their students
- Share exam only join codes with students
- Download a list of join codes for all class sections

Class Sections

After completing the steps in the AP Registration and Ordering Setup section, the AP coordinator needs to create class sections. **Class sections must be created as soon as possible, before classes begin.**

Class sections are associated with an AP teacher. If you have students who will be taking an AP Exam at your school without taking the corresponding AP course at your school, you'll need to create an **exam only section** for that subject. See pages 68–69 for details about exam only sections.

Class sections need to be created in AP Registration and Ordering to associate students with the classes and exams they're taking. Once students are associated with their class section by enrolling through My AP, students and teachers are able to utilize AP Classroom assignments, and students are included in the AP coordinator's exam roster.

Class sections can only be created for AP teachers that teach a course authorized through the AP Course Audit. For example, if an instructor at your school is only authorized to teach AP United States History, you can only create class sections for that teacher for AP United States History.

Important:

Because AP Classroom became available to AP teachers on July 1 for the 2020-21 school year, it's possible that AP teachers at your school may have created their own class sections over the summer while preparing their AP Classroom assignments. If this is the case, review the class section names to ensure they're consistent and align with the naming standard at your school. Remember that class section names are what appear in your school's AP score reports. If you need to make any changes, you'll be able to edit the class section names even if teachers created the sections. See page 70 for details about editing sections.

Class sections need to be created to generate **join codes** (one unique join code per class section per school). Students use join codes to enroll in their class sections. (See pages 70–72 for details about join codes.)

AP coordinators can download a list of all join codes. See page 72.

Class sections must be created for all AP courses, even if there's only one section for a course at your school. For example, if your school has one section for AP Biology with one teacher, a class section must be created for AP Biology for that instructor in the system. If an instructor teaches multiple sections for a subject, separate class sections should be created for each class, as opposed to one section for the subject. By creating a class section for each class, teachers will be able to assign resources on a per-class basis and view the performance of their individual classes when they review AP Instructional Planning Reports.

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Students can't enroll in multiple class sections of a course at the same time. For example, if a student enrolls in one class section for AP Biology, they can't enroll in another AP Biology class section. However, a student can be enrolled in a class section associated with a teacher and an exam only section for a course at the same time, which supports students who may be enrolled in a course at one school but taking the corresponding exam at another school.

Before creating class sections:

- Ensure that new AP teachers and instructors teaching a new or different AP course this year have added their course(s) in AP Course Audit and that the AP Course Audit administrator has approved the AP Course Audit form for these teachers. (See page 10 for details about the course audit steps that new teachers need to complete.)

BEST PRACTICE: *Get a copy of your school's schedule of all AP classes and teachers to refer to.*

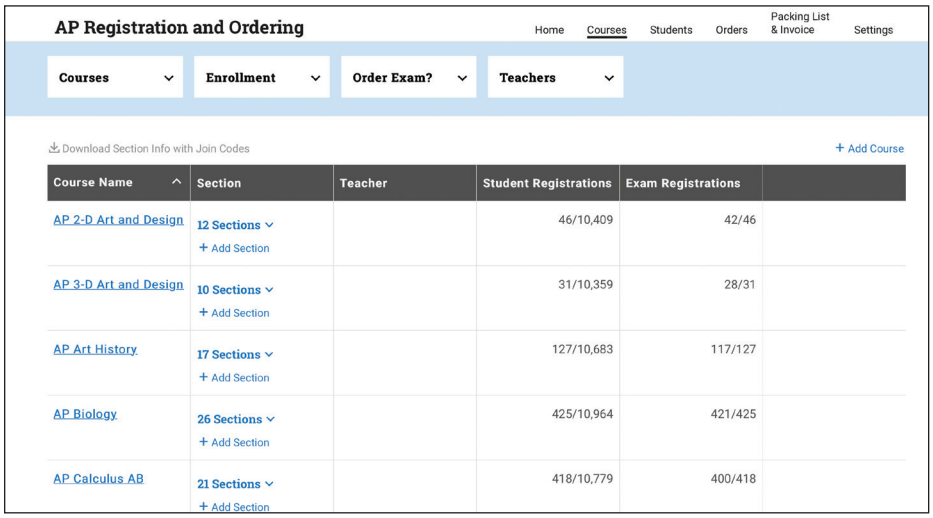
Helping Students Join Your AP Class Section on pages 117–118 provides step-by-step directions for teachers. It can be downloaded from **collegeboard.org/apdownloads**.

After you've created class sections:

- Let your school's AP teachers know when you've created class sections. Teachers need to sign in to **myap.collegeboard.org** to retrieve the join code for each class section they teach, and then distribute the join code to the students in each class.
- Ensure that students enroll in class sections by the second day of class.

How to Create a Class Section

In AP Registration and Ordering, click **Courses** in the top navigation menu to view your school's AP courses. Courses will be listed only for those AP teachers who have added their course(s) in AP Course Audit. If you don't see an AP course or AP teacher from your school listed, check with your school's AP Course Audit administrator.



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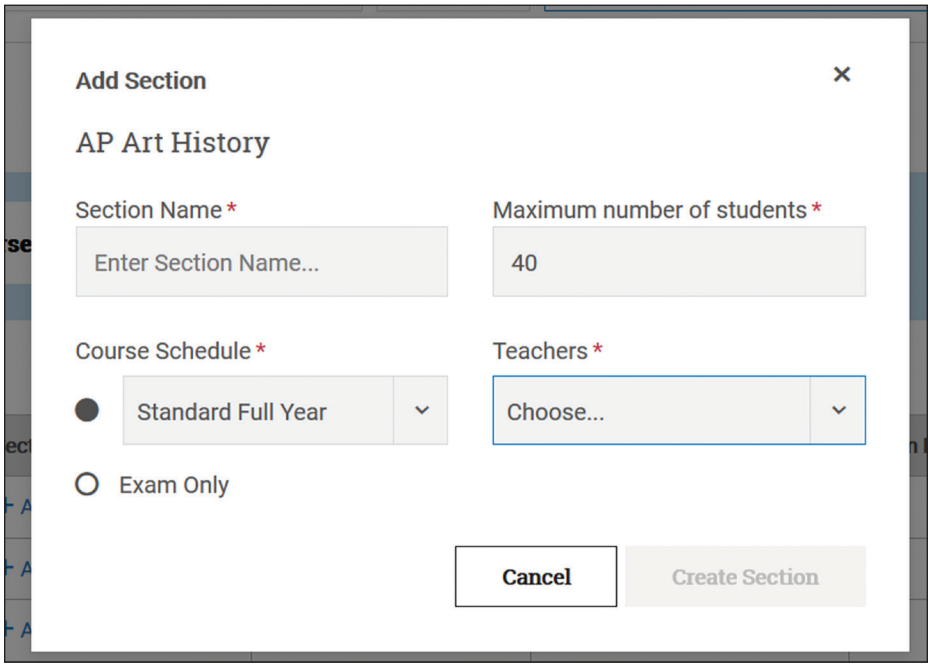
To create a class section, click **+ Add Section** next to the course, and enter the information in the next screen.



- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators, because they will appear in AP Classroom and AP score reports. The limit for each section name is 20 characters.

BEST PRACTICE: *Name sections consistently and clearly for organizational and score reporting purposes.*

- **Maximum number of students:** This will default at 40, but you can edit this number if necessary. Once the number of enrollments equals the maximum number of students that have been set for that section, no one else will be able to enroll in that section unless you edit the field to increase the maximum number. (Teachers also have the ability to edit the maximum number of students.)
- **Course Schedule:** There are several options for course schedule:
  - **Standard Full Year:** Use this option if the section is held for the whole school year **or** is held only during the first semester.
  - **Second Semester:** Use this option if the section begins after the November 13 final ordering deadline **or** is held only during the second semester.
  - **Exam Only:** Use this option to create sections for students taking an exam at your school without taking a corresponding course at your school; for example, independent study students, homeschooled students, or students from another school, including a virtual school. See the next page for more information about exam only sections.
- **Teachers:** The drop-down list shows the teachers at your school who have added the course in AP Course Audit. You can indicate up to 4 teachers for a class section.

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After you create class sections, second-semester class sections are indicated by a number "2" next to the class section name in the roster.

LN Period 3	Clark Kent	5/40
LN Period 4	Clark Kent	0/40
② LN Period 5	Clark Kent	1/40

Exam Only Sections

You'll need to create an exam only section if your school administers AP Exams to students who aren't enrolled in a course at your school. Exam only sections are necessary for:

- Independent/self-study students attending your school who want to take an exam for a course in which they're not enrolled
- Students who attend another school but want to test at your school
- Homeschooled students who will be testing at your school
- Virtual school students who will be testing at your school

Only AP coordinators can create exam only sections; teachers can't create these sections.

You'll need an exam only section for each subject for which there are students only taking the exam at your school.

NEW This year, it's recommended you create a separate exam only section for each exam subject that homeschooled students will be taking at your school. If you need to add any homeschooled students to your exam order after November 13, having them in separate exam only sections will make it easier to see which students you need to call AP Services for Educators about regarding waiving their late order fee. (See pages 37–38.) You may want to include "homeschooled" in these exam only section names to help with your tracking.

Students enrolled in exam only sections:

- Won't have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in a teacher's particular class section.
- Aren't linked to a specific teacher's score reports.
- Won't be eligible for exam funding if your state requires that students take a corresponding course (unless the student is also enrolled in a class section with another school or provider—see page 29 for details).

Important:

The ordering deadlines are the same for all students, including those enrolled in exam only sections. This year, you can add homeschooled students to your exam order by March 12 and call AP Services for Educators to have the late order fee waived.

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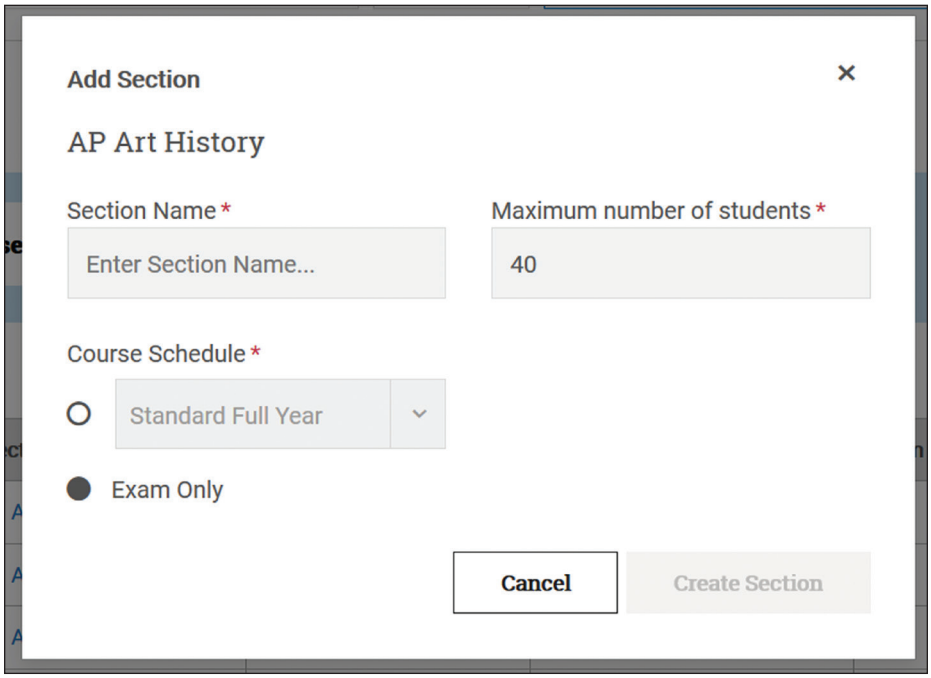
How to Create an Exam Only Section

Click **+ Add Section** next to the appropriate subject. In the next screen, select **Exam Only** for the course schedule. Enter the section name. There isn't a teacher field for exam only sections. You may want to adjust the maximum number of students if only a small number of students will be enrolled in the exam only section.



If a course isn't listed for an exam only section you need to create, go to **Courses**, and on that page click **+ Add Course**. Complete the information in the next screen to add the course and create the exam only section.

For Students Taking Courses That Begin After November 13

There's **not** an option for a second-semester exam only section. You may have students from another school—for instance, a virtual school—who are taking an exam at your school but at the school they attend they're taking a corresponding course that begins after the November 13 final ordering deadline. You may need to submit the exam order for these students after November 13.

In this case, the student should be enrolled in both:

- The second-semester class section for the subject at the school they attend. The student's **Order Exam?** status should be **No** for this class section.

  AND
- The exam only section for the subject at your school. The student's **Order Exam?** status should be **Yes** for this exam only section.

By being enrolled in both the exam only section and the second-semester class section for the subject, the late order fee isn't applied if you submit the exam order for this student after November 13.

BEST PRACTICE: *Make sure the student is enrolled in both the second-semester class section at the school they attend and the exam only section for your school before you submit the student's exam order.*

You may still submit an exam order after November 13 for a student who's in a second-semester course at the school they attend, even if they're not enrolled in a class section at that school. However, in this case, the $40 per exam late order fee would apply.

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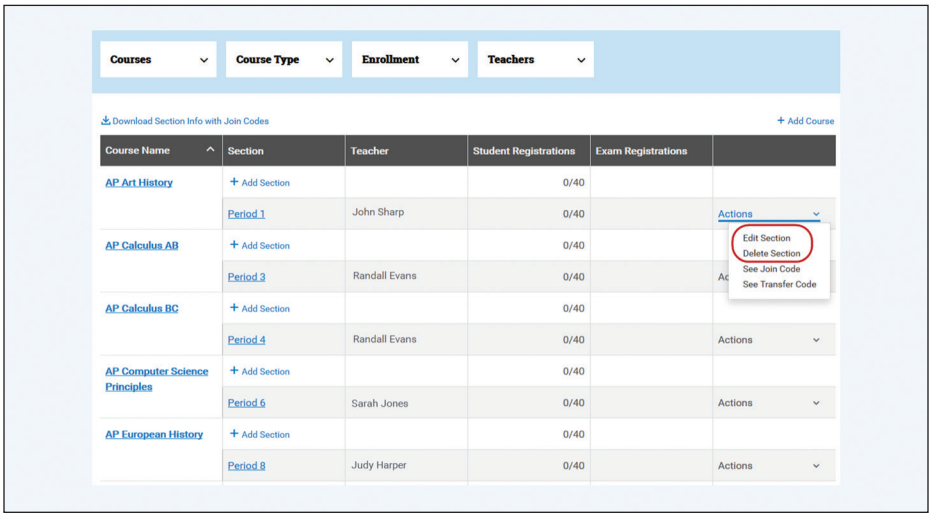
Editing and Deleting Sections

Go to the **Actions** column for each class section or exam only section to:

- **Edit Section:** Change the section name, update the maximum number of students, update the course schedule, add a co-teacher, or change the teacher. If teachers have created their own class sections, you may need to edit the section name if they haven't followed the class section naming convention you've established for your school.
- **Delete Section:** This permanently deletes the section from your school in AP Registration and Ordering. You can delete a section only if there are no enrollments in the section.



NOTE: If a new teacher is added to an existing class section, the new teacher would have access to all AP Classroom data associated with that class, including student results.

Join Codes

A unique alphanumeric **join code** is automatically generated for each class or exam only section created in AP Registration and Ordering. Communicate with your school's AP teachers to let them know when you've created class sections. Teachers then sign in to **myap.collegeboard.org** to access the join code for each class section they teach.

Important:

On the first day of class, teachers need to share the join code for their class with their students so they can enroll in the class section by the next day.

REMINDER: Join codes are generated per class section, not per student or per teacher. A student enrolled in multiple AP courses will receive a unique join code for each class. A teacher with multiple sections will have a unique join code for each section. Students must be enrolled in a class section to be accounted for in the AP Exam order for the class and to access AP Classroom's resources and feedback for every AP class they're taking.

Helping Students Join Your AP Class Section on pages 117–118 provides step-by-step directions for teachers. It can be downloaded from **collegeboard.org/apdownloads**.

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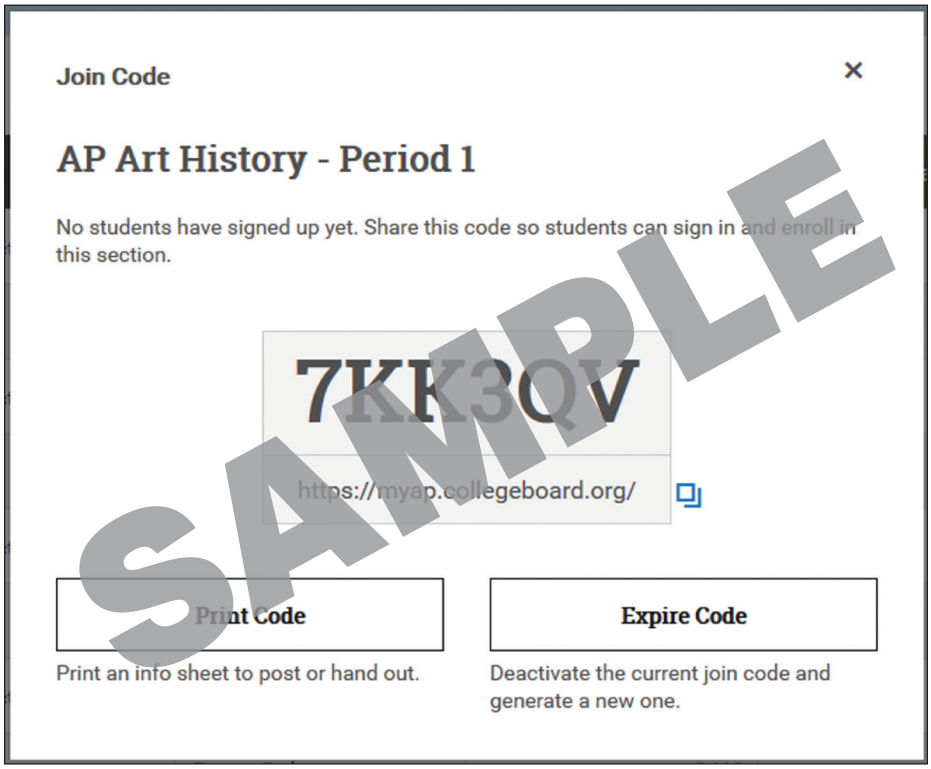
Join codes are unique to the sections created for your school. Your join codes shouldn't be shared outside your school, unless you're providing a join code for an exam only section to a homeschooled or independent study student, or a student from another school taking an exam at your school.

To be accounted for in the exam order, students must use a join code to enroll in a class or exam only section. (Students who transfer to your school after the November 13 final ordering deadline will need a **transfer code** instead of a join code—see pages 81–82.)

Only coordinators can provide the join code to students in an **exam only section**. These students need the join code for the exam only section so they can confirm their enrollment and be included in the exam order. Students enrolled in exam only sections won't have access to AP Classroom assignments from AP teachers; assignments are only accessible by students enrolled in a teacher's particular class section.

To view join codes:

- **For Coordinators:** After creating a class section, click **Actions** in the last column next to each course and select **See Join Code**. You can also download a list with all join codes. (See the next page for details.)



NOTE: The join code shown in this image is just an example. Use only the join code generated for each class section in the system.

- **For Teachers:** After you create class sections, teachers will see the join codes listed next to their class sections. If teachers create their own class sections, the join code appears immediately after they create the section. (See pages 106–107 for details about how teachers view the join code.)

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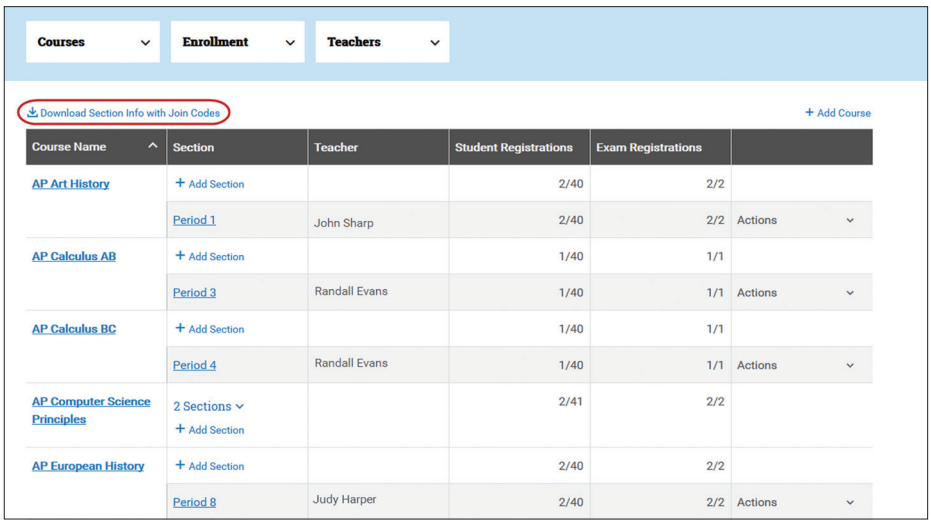
Downloading a List of All Join Codes

On the **Courses** page, click **Download Section Info with Join Codes** to download a spreadsheet listing:

- course names
- all section names and types (standard full year, second semester, exam only)
- the corresponding teacher names
- the active join code for each class section or exam only section
- the number of student enrollments in each section



Expiring a Join Code

If the join code for a class section or exam only section is shared outside of your school and you have unintended students enrolling in a section, you can expire the join code. By expiring a join code for a section, that code can no longer be used to join that section and a new join code is created for that section. Students who already correctly enrolled in the section previously don't need to take any action; they'll remain enrolled in the section after you expire the join code. If any students are enrolled in a class section who shouldn't be, you'll be able to drop them. (See pages 78–80 for details on dropping students from class sections.)

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3. Student Enrollment

Learn How to:

- Advise students and teachers about how students join class sections
- Manage student enrollment—including transfer students, dropping students from class sections, and moving students between class sections
- Download a student roster

Signing in to My AP

To sign in, students need to use their **College Board account**. This is the same login they may have used to access My AP last year, past AP scores and PSAT/NMSQT scores, or to register for the SAT. If students don't have a student account, they can click the **Sign up** link. Sometimes students have trouble remembering their account information or whether they have an existing account. If this is the case, they can follow on-screen instructions to enable them to successfully sign in.

Joining a Class Section

On the first day of class, teachers provide the join code for each of their class sections to their students. When students have the join code, they can sign in to My AP (**myap.collegeboard.org**) to enroll in the class section.

Students need to enroll in the class section for each AP class they're taking using the unique join code for each class.

Students complete enrollment as an assignment, so that they're enrolled in their class sections by the second day of class.

Joining Your AP Class Section on pages 119–120 provides step-by-step directions for students. It can be downloaded from **collegeboard.org/apdownloads**.

For Exam Only Sections

If you have students who need to enroll in an exam only section, remember that only the AP coordinator can access and provide the join code for an exam only section. Once you provide a join code for an exam only section to a student, ensure the student completes their enrollment by the next day.

Indicating Exam Registration (Only for Advanced Student Exam Decision Indicator Setting)

If you've set the **advanced setting** for the student exam decision indicator, tell students the deadline by which they need to indicate whether they intend to take the exam. If you've left the student exam decision indicator at the **default setting**, students don't need to indicate exam intent; they'll be defaulted to an order exam status of **Yes** after they enroll in their class sections. (See pages 61–64 for details about the student exam decision indicator setting.)

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See pages 110–116 for detailed information, including screenshots, about how students enroll in sections through My AP.

Providing Registration Information

Students only need to provide registration information once, through My AP. The first time a student enrolls in a class section or an exam only section in My AP, they'll provide their registration information. **It's important that they provide their registration information thoroughly and accurately**.

Important:

Remind students to be careful when selecting their **school name** during registration. If students have to search for their school name, it's possible there could be multiple search results of the same school name. The city and state is listed next to the school name; students can also search by zip code if they're having trouble finding their school (see page 112). To ensure accurate score reporting, students need to select their correct school.

For some fields, students have the option to select **do not wish to respond**.

Students' registration information is used to produce a unique AP ID label sheet for each student in your exam order. Students use their AP ID labels on their exam materials. (See pages 46–47 for details about the AP ID label sheet.)

See page 113 for details about how students indicate their free score report recipient in My AP.

Indicating Recipient of Free Score Report

Students will indicate the college, university, or scholarship program they'd like to receive their free score report **only** through My AP; students don't list this information on their answer sheets. It's important to make sure students understand that if they would like a college or university to receive their free score report, they need to indicate this through My AP. This is particularly important for seniors.

The deadline for students to indicate or change the recipient for their free score report is **June 20, 2021**.

Managing Student Enrollment

You can monitor and manage student enrollment in AP Registration and Ordering.

BEST PRACTICE: *Establish a plan with counselors and teachers for tracking student schedule changes so you can update your student roster before submitting your exam order.*

If a student at your school joins an AP class after initial enrollment has ended or after you've submitted your initial exam order, the student will need the join code for the corresponding class section so they can enroll. If you've already submitted your initial order, you'll need to update your order. Remember that only AP coordinators can view and share the join code for an exam only section.

You may also need to **drop** a student from a class section or **move** a student to a different class section, and you may have students who **transfer to** or **transfer out of** your school. There are specific actions you must do in AP Registration and Ordering in these scenarios.

It's important to use the correct action in AP Registration and Ordering. Using an action incorrectly risks incurring unintended late order or unused/canceled exam fees.

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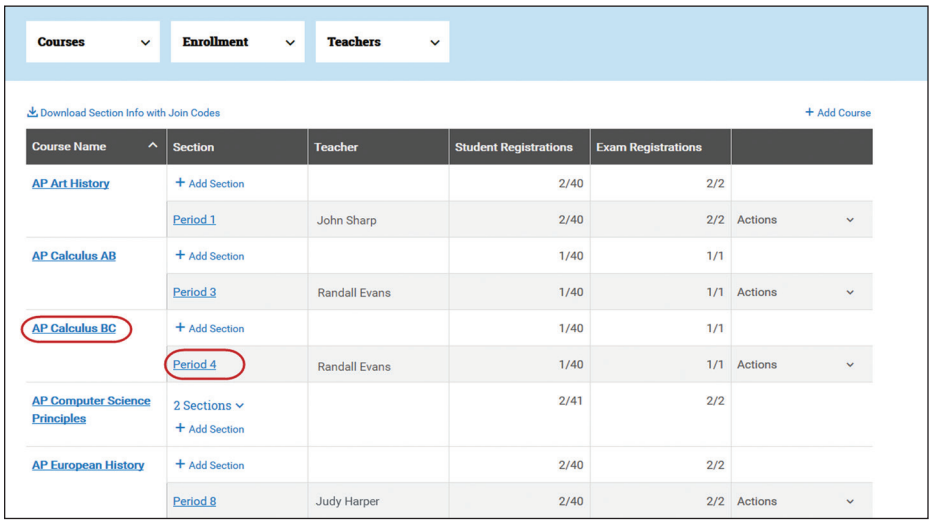
This table provides a snapshot of these actions. Review details on the following pages.

Action	Scenario
Drop a student from a class section *(See page 78 for details.)*	A student who enrolled in a class section but will no longer be taking the course. The student may or may not still be planning to take the exam.
Move a student from one class section to another (change class section) *(See page 80 for details.)*	A student needs to be moved from one class section to another class section **for the same course**. For example, a student is currently enrolled in Period 1 of AP Biology and needs to move to Period 2 of AP Biology.
A student **transfers to** your school; provide the student with the **transfer code** for each class section they need to enroll in *(See page 81 for details.)*	A student transfers to your school at any point during the school year. It's important to provide the student with the unique **transfer code** for each class section they need to enroll in, not the join code. By using the transfer code, the late order fee is *not* applied.
A student **transfers out of** your school; indicate the student as **transfer out** in AP Registration and Ordering *(See page 83 for details.)*	A student transfers out of your school at any point during the school year. It's important to indicate the student as **transfer out** in the system. By indicating the student as transfer out, your roster will be accurate and the exam fees associated with the student are removed from your final invoice.

Viewing Student Enrollment

After class sections have been created, you can go to the **Courses** page to:

- Click the course name to view a list of students enrolled in all sections for the **course** along with their exam registration and fee reduction status.
- Click the section name to view a list of students enrolled in the specific **section** along with their exam registration and fee reduction status.



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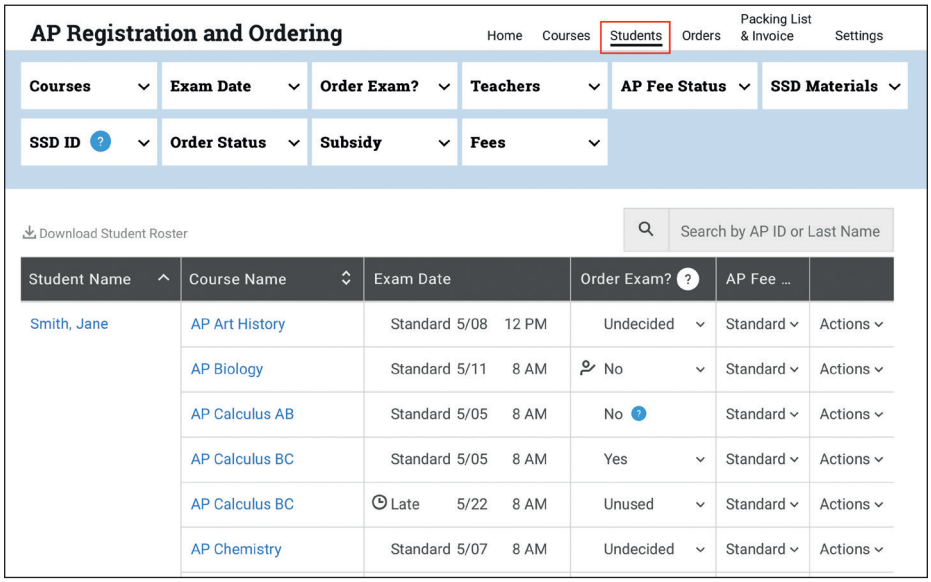
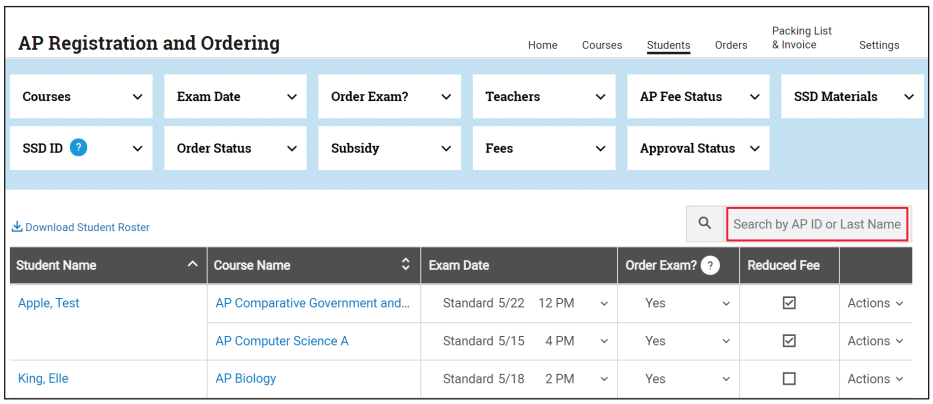
To view all enrollments, not just enrollments for a particular section or course, click **Students** in the top navigation menu.



Search for Students

You can search for a specific student in the roster by typing their last name or AP ID into the student search field. (You can't search by first name.)



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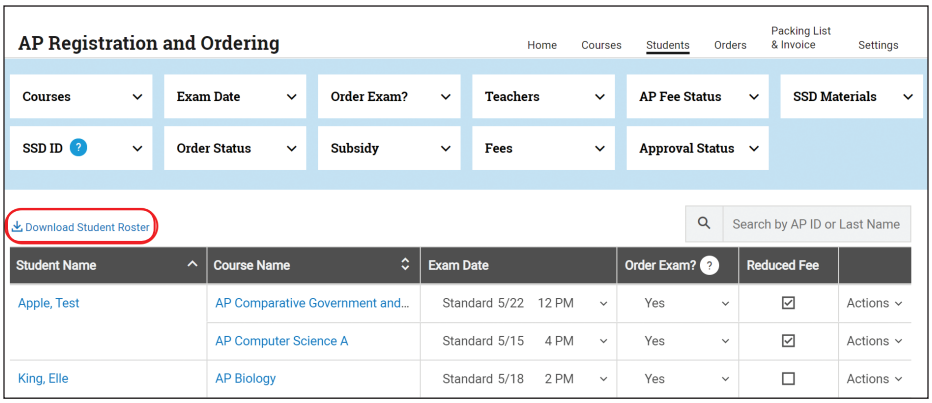
Download Student Roster

From the **Students** page, you can download a list of all students by clicking **Download Student Roster**. You'll also be able to download filtered lists if you'd like to have a roster reflecting certain parameters.



If you download the full (unfiltered) student roster, it will contain:

- student name
- grade
- school code for the school the student attends
- email address
- AP ID
- school student ID (if applicable/provided)
- the name of each course and class section each student is currently enrolled in
- enrollment date (the date the student enrolled in a class section using the join code)
- fee reduction status (Reduced or Standard)
- any special format exam materials you've indicated for each student
- the exam registration (Yes, No, or Undecided) for each class section or exam only section each student is enrolled in
- the date of each exam each student is taking
- order status (whether the exam order has been processed or shipped)
- whether the student has any late order and/or late-testing fees

NOTE: If you have two or more students with the same name, click on the student's name on the **Students** page to see details.

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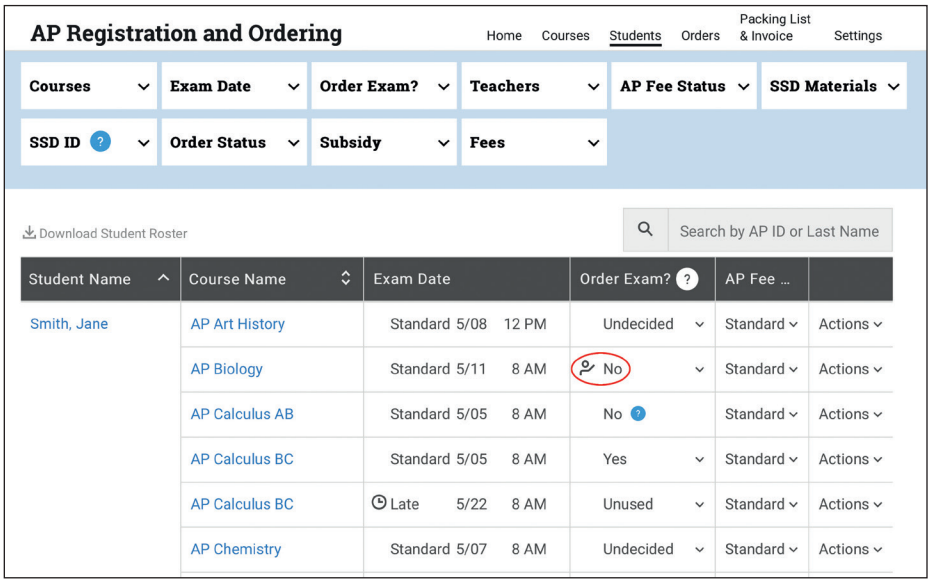
In the student roster, if a teacher has confirmed student registration (if you left that setting enabled), you'll see a small icon in the **Order Exam?** field for the applicable subject for the student.

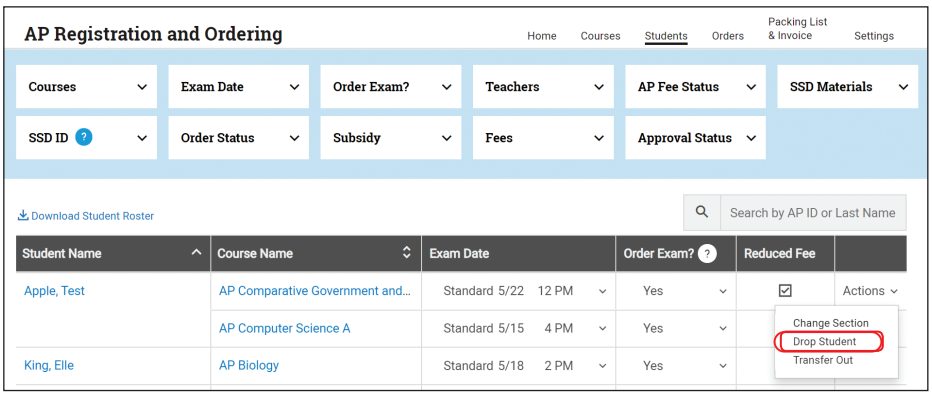


Dropping or Moving Students from a Class Section

Drop a Student

If a student enrolled in a class section is no longer taking the course, you'll need to **drop** the student from the class section in AP Registration and Ordering. **Don't drop a student from a class section if they're transferring out of your school.** If a student transfers out, you need to indicate them as **transfer out**, which is a different action than drop. (See page 83 for details about indicating a student as transfer out.)

To drop a student from a class section, go to **Students** in the top navigation menu. Click **Drop Student** from the **Actions** column next to the student's name and class section. Students can't drop themselves from a class section.



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If a student is dropping a course and the student's **Order Exam?** status is **Yes**, verify if the student still plans to take the AP Exam for the course.

- **If you've already submitted your exam order:** If the student's **Order Exam?** status is **Yes**, and you've already submitted your exam order, you'll need to indicate whether you want to drop the student from the section and remove the exam from the order, or if you want to drop the student from the section but keep the exam in the order.
- **If you haven't yet submitted your exam order:** If the student's **Order Exam?** status is **Yes**, and you haven't yet submitted your exam order, the student is removed from the exam roster once you drop them from the class section. If the student still wants to take the exam without taking the class, don't drop the student from a class section; instead, move the student to an exam only section (see page 80).

If a student is dropping a class section in one subject and enrolling in a class section in another subject, you must drop the student from the class section in the first subject and give them the join code for the appropriate class section in the new subject.

For example, if a student is enrolled in a class section for AP Biology and is dropping that course to join an AP Chemistry course, you must first drop the student from the AP Biology class section. Then, you or the AP Chemistry teacher can give the join code for the AP Chemistry class section to the student so they can enroll.

After you drop a student, in the student roster you'll initially see a **D** next to the course they've been dropped from.

If there's no outstanding cost associated with the student, then the dropped course will eventually be removed from the student's name in the roster; if the course the student was dropped from was their only course, then the student will ultimately be removed from the roster.

NOTE: If your school collected exam fees from students before submitting the initial order and you submitted the initial order before November 13, you'll need to have a plan for tracking payments and necessary refunds outside of AP Registration and Ordering, in case a student who already paid drops an exam before the November 13 ordering deadline.

Baez, Jennifer	AP French Language and Culture	Standard 5/20 12 PM	Yes	Standard	Actions
	(D) AP German Language and Cul...		*No*	*Standard*	Actions
	AP Human Geography	Standard 5/12 4 PM	Yes	Standard	Actions

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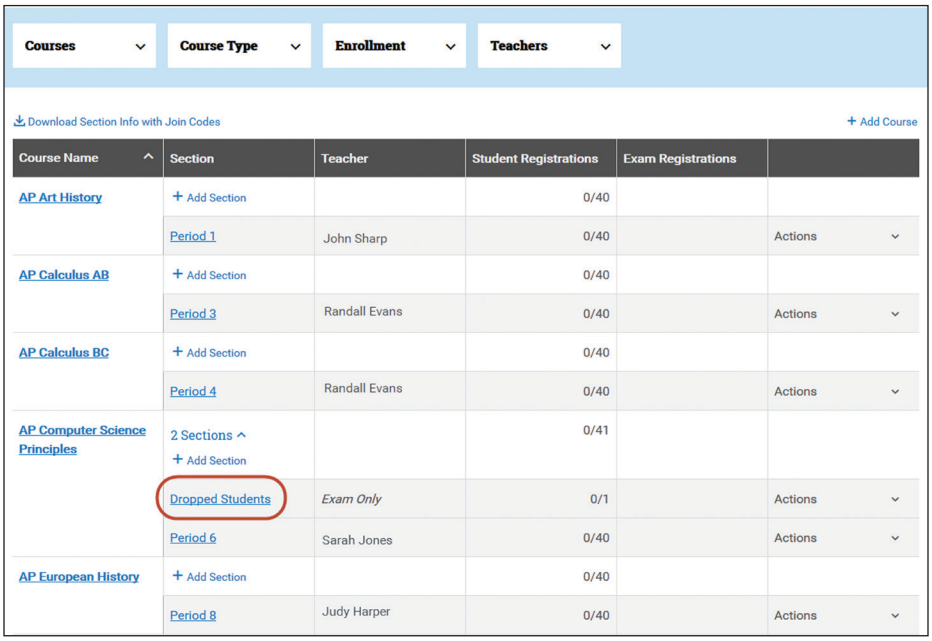
NOTE: AP teachers can also drop students from their class sections if you've left that functionality enabled (see page 55.) If the student's **Order Exam?** status is **Yes** and the exam order has already been submitted, the student is automatically moved to an exam only section named **Dropped Students** for the course after the teacher drops them from their class section (see below). This section functions like any other exam only section, but is created automatically by the system when a student is dropped. If the student no longer intends to take the AP Exam, you'll need to remove them from your exam order and submit that change to your order. (See page 99 for details about submitting changes to your exam order.)

This is an example of a roster with a Dropped Students exam only section.



Move a Student (Change Section)

If a student needs to be moved from one class section to another for the same course, select **Change Section** from the **Actions** column next to the student's name and class section. By moving a student, as opposed to dropping them, the student's exam decision doesn't change, and no additional costs are incurred regardless of when you move the student.

Only use the **Change Section** action when a student needs to move to a **different section of the same course;** this includes when a student won't be taking a class but will still be taking the exam, in which case you need to move the student to an exam only section. If a student is changing from a section in one course to a section in a *different* course, you need to drop the student from the section in the first course and give them the join code for the section in the new course so they can enroll (see pages 78–79.)

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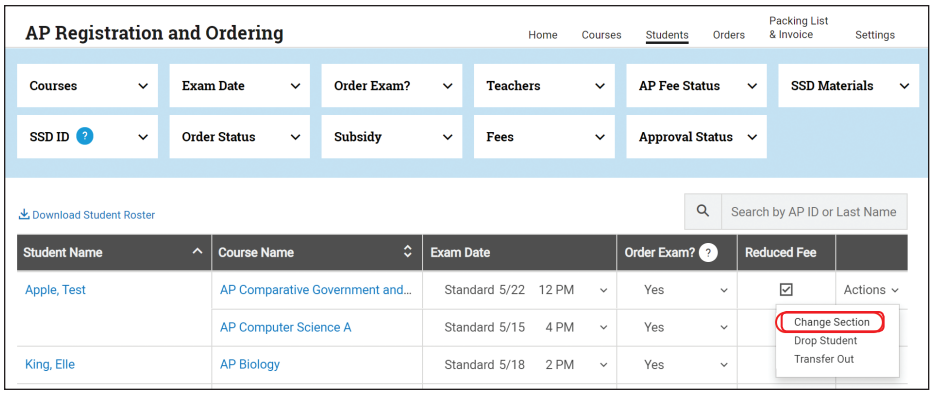

NOTE: If an AP teacher teaches multiple sections of a course, the teacher can move students from one of their class sections to another in the system if you've kept this functionality enabled. (See page 55.) An AP teacher can't move a student to another teacher's class section in the system.

Indicating Transfer Students To or Out of Your School

Students who transfer to or out of your school can be added to or removed from your exam roster without incurring additional fees. (See page 36.)

REMINDER: This policy doesn't apply to students who transfer to or out of a class, or students who drop a class within your school.

Students Transferring To Your School

Provide the student with the **transfer code** for each class section or exam only section they need to enroll in. **The transfer code is different from the join code**. The transfer code is a unique code per section that enables the transfer student to enroll and be included in your exam order without incurring a late order fee. When a student uses a transfer code to enroll in a class section at your school, they're also removed from class sections at their previous school.

Important:

You don't need to wait for the student to be transferred out of the class section at their previous school. Give the transfer code to the student as soon as they enter an AP course at your school.

The transfer code can only be accessed and provided by the AP coordinator; teachers don't have access to the transfer code.

To access the transfer code:

- Go to the **Courses** page;
- Click **Actions** from the appropriate class section name; and
- Select **See Transfer Code**.

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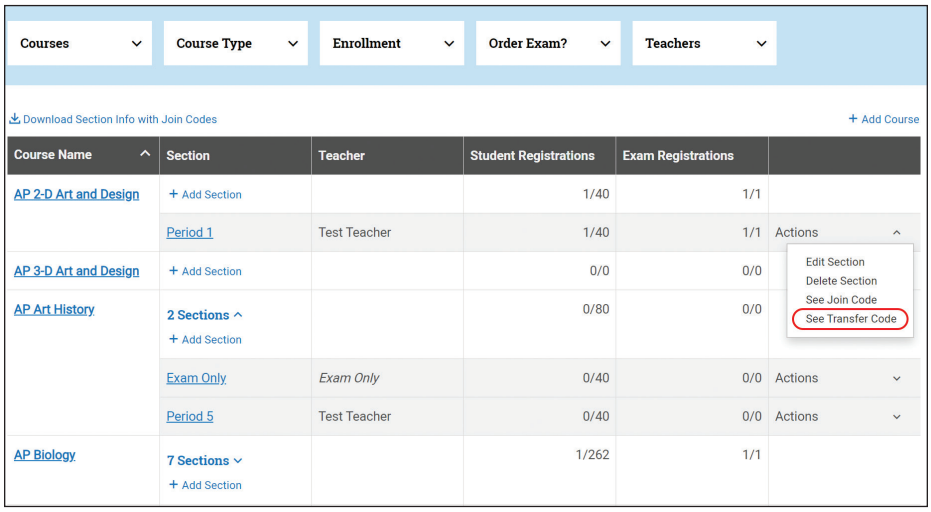
Provide the unique transfer code for **each** class section that the transfer student needs to enroll in. For example, if a student who has transferred to your school is taking three different AP courses, the student needs the transfer code for each course. It's important to give the transfer student the transfer code and not the join code for the class section; if you give a transfer student a join code instead of the transfer code, the student might not be able to enroll in the class section or could incur the late order fee for each class section they enroll in with a join code after November 13.

REMINDERS:

- Provide the transfer code for a class section to a transfer student even if the student wasn't enrolled in a class section for the subject at their previous school.
- Using the transfer code doesn't automatically order an exam for a student. If a student enrolls with a transfer code after you've submitted your initial exam order, you'll need to update your exam roster and submit a change to your order for that student.

Share the transfer code for a class section with only one student. If additional students transfer to your school, you need to provide the transfer code for each necessary class section to each student on a one-by-one basis.

The transfer code can't be used when a student needs to switch class sections within your school. In this case, you need to move the student from one class section to another. (See pages 80–81 for details about moving a student between class sections.)



NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 12, 2021.

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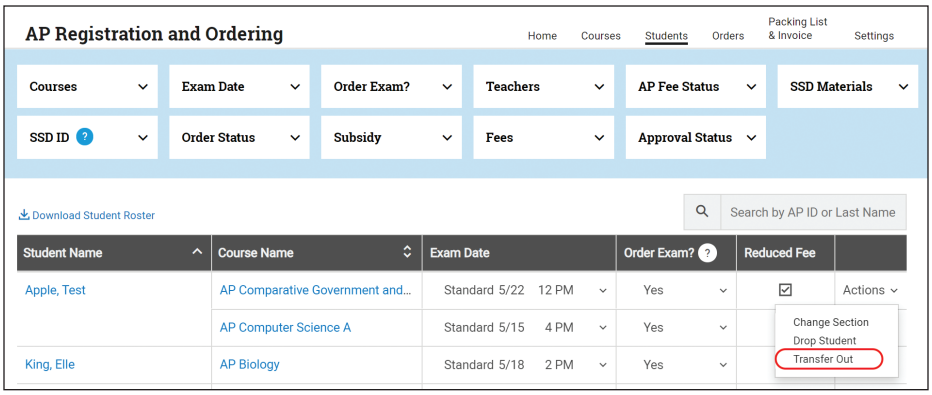
Students Transferring Out of Your School

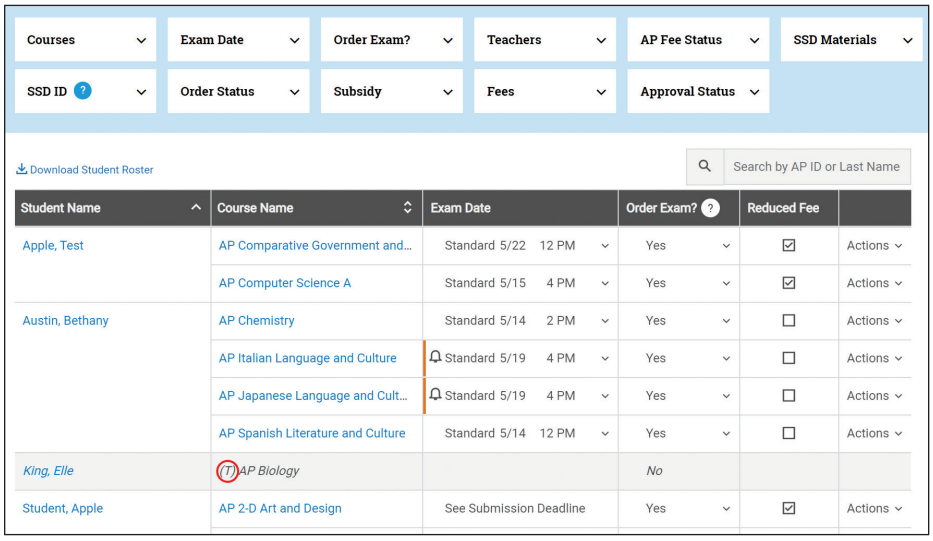
If the student transferring out of your school has already enrolled in class sections in the system, you'll need to set the student's status to **Transfer Out**.

- Go to the **Students** page.
- Select **Transfer Out** from the **Actions** drop-down list next to the student's name. This automatically drops the student from all sections they enrolled in and removes them from your exam roster.



If you've already submitted your exam order, you need to set the student's status to **Transfer Out** and submit your pending order change so the student's exam(s) will be removed from your school's exam order. (See page 99.)

After you indicate a student as Transfer Out, a **T** will appear next to their name until you submit or resubmit your exam order. If you indicate the student as Transfer Out *after* your exam order has already been shipped in the spring, the **T** will remain next to the student's name.



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4. Order Finalization

Learn How to:

- Organize the exam roster for order submission
- Indicate alternate exams for late testing
- Indicate special materials needed for students with accommodations
- Indicate students who are eligible for the College Board fee reduction
- Indicate additional master CDs
- Change the sort value for the AP ID label sheet shipment
- Submit your exam order
- Submit changes to your initial exam order

AP Exam orders must be submitted in AP Registration and Ordering by these deadlines:

- **October 2, 2020:** Preferred ordering deadline
- **November 13, 2020, 11:59 p.m. ET:** Final ordering deadline
- **March 12, 2021, 11:59 p.m. ET:** Spring course orders and fall order changes deadline

New exam orders submitted after November 13, 2020, 11:59 p.m. ET will incur an additional late order fee of $40 per exam (with some exceptions). (See page 24.)

Exam Roster Management

Once students have enrolled, you'll need to manage changes to your exam roster in preparation for the final ordering deadline of November 13.

If you submit your initial exam order before November 13, you can still make and submit changes to your exam order until 11:59 p.m. ET on November 13 without incurring the late order fee.

After November 13, you can make changes to exams you've already ordered for students. Fees may or may not apply depending on the circumstance. For instance, if you need to switch a student's exam from regular testing to late testing or you need to make changes to the exam materials needed for a student due to changes in the student's accommodations request status you may do so after November 13 without incurring fees.

Any new exam order submitted after November 13 will incur the late order fee, unless it's for a student who transferred to your school after November 13 or for a course that started after November 13. (See pages 22–25 for details about fees).

REMINDER: This year, the unused/canceled exam fee **won't** be applied for students who ultimately decide not to take an exam that was ordered for them.

The first time you click the **Submit** button, you've submitted your initial exam order. If you need to make changes to your order after your initial submission, you'll need to submit those changes. See page 99 for details.

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The following table outlines which tasks need to be completed by the November 13 ordering deadline and which tasks can be completed after the November ordering deadline.

By the Nov. 13 Ordering Deadline	Can Be Completed after Nov. 13
Complete initial setup in AP Registration and Ordering	Ensure class sections are created and students enrolled for courses that begin after Nov. 13
	Submit exam orders for second-semester courses by March 12, 11:59 p.m. ET
Create class sections for all full-year and first-semester AP courses and exam only sections	Add homeschooled students to your exam order by March 12 *(call AP Services for Educators by March 12 for the late order fee to be waived)*
Submit the AP Participation Form online	Collect exam fees *(schools determine when to collect exam fees from their AP students)*
Students need to enroll in full-year and first-semester class sections	Indicate or update fee reduction status *(complete by April 30)*
Submit exam orders for all full-year and first-semester courses	Switch exam orders to late testing exams if necessary
	Indicate preferred AP ID label sort value *(complete by March 12)*
	Update exam orders for special exam formats or materials based on changes to students' accommodations requests
	Add or remove a transfer student from your order

Managing Student Enrollment Changes

As you organize your exam order for submission, and even after you submit the order, it's important to manage changes in student enrollment and make necessary updates to your student roster.

- ☐ Students who need to enroll in a class section or exam only section after initial enrollment has been completed or your initial exam order has been submitted *(not transfer students)*
- ☐ Students who **transfer to** your school
- ☐ Students who **transfer out of** your school
- ☐ Students who **move from one class section of a course to another class section of the same course**
- ☐ Students who **drop** a course and who may or may not still be taking the exam

It's important to make the accurate adjustment to your exam order based on the student's scenario, because there could be fee implications. Review the information on pages 78–83 about what to do when students drop a course, move to a different section of a course, or transfer to or out of your school.

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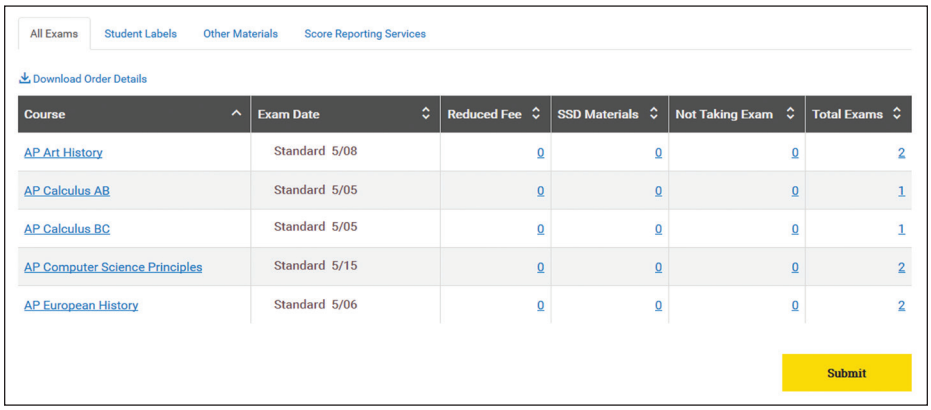
Making Changes After Submitting Your Initial Exam Order

After you submit your initial exam order (i.e., after the first time you click **Submit** in AP Registration and Ordering), you'll need to submit changes to your order anytime you make an adjustment or update. After you submit your initial exam order, you'll see the message **View unsubmitted changes** on the **Orders** page if you've made changes that need to be submitted. (See page 99 for details.)

Information to Verify in the Exam Roster

You can download a roster by clicking the **Download Student Roster** link on the **Students** page in AP Registration and Ordering. See page 77.

On the **Orders** page, review the information in **All Exams**, which displays a summary of all the exams that will be included in your exam order based on information in the **Students** section. You can download a copy of this exam roster by clicking **Download Order Details**.



Course	Exam Date	Reduced Fee	SSD Materials	Not Taking Exam	Total Exams
AP Art History	Standard 5/08	0	0	0	2
AP Calculus AB	Standard 5/05	0	0	0	1
AP Calculus BC	Standard 5/05	0	0	0	1
AP Computer Science Principles	Standard 5/15	0	0	0	2
AP European History	Standard 5/06	0	0	0	2

Click on the data in the table to review and make any necessary changes.

- ☐ **Not Taking Exam:** Verify that students whose **Order Exam?** status is set as **No** or **Undecided** don't intend to take the AP Exam. If any students have a status of **Undecided**, check with them to resolve their exam registration (either to **No** or **Yes**) before you submit your exam order. (See page 87 for details about checking for statuses of **No** or **Undecided**.)
- ☐ **Exam Date:** Review the exam date listed for each course. If you know you need both standard and late exams for a particular course but only standard is listed, you'll need to review the exam date listed for students and switch the appropriate students to late testing. (See page 90.)
- ☐ **Reduced Fee:** Account for known fee reductions. You'll be able to update students' fee reduction status after submitting your exam order. The deadline to indicate students' fee reduction statuses in the system is **April 30, 2021 (11:59 p.m. ET)**. (See page 95.)
- ☐ **SSD Materials:** Account for special exam materials for students with approved or expected accommodations. (See pages 91–94.)

Important:

Submit your order even if you don't yet have final details about students' fee reduction status, students who may need late testing, or students' accommodations approvals. You'll be able to update this information for existing exam orders at a later point without incurring any fees.

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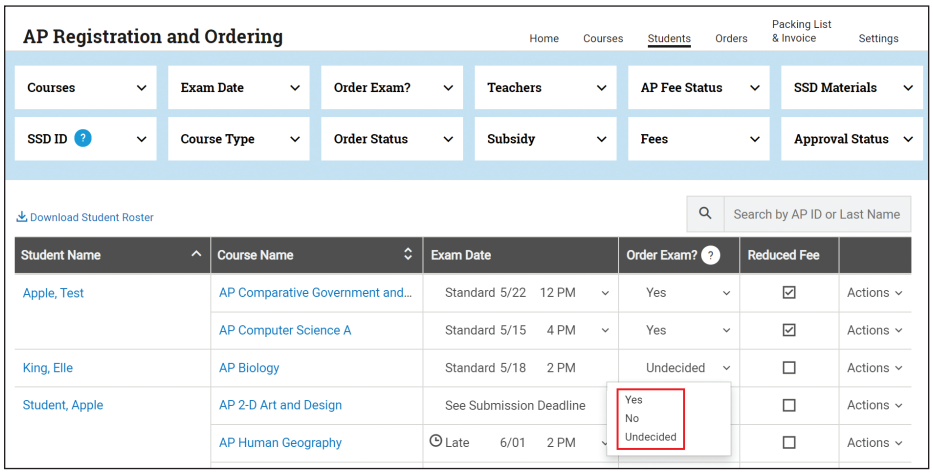
Changing Student Exam Registration

If you need to change a student's exam registration, go to the **Students** page, and select the appropriate choice next to the student's name in the **Order Exam?** column.

To cancel a student's exam, change their **Order Exam**? status to **No**.

NOTE: If your school doesn't administer AP Exams but your students go elsewhere to take them, and students are enrolled in class sections at your school (to use AP Classroom resources assigned by their teachers), the **Order Exam?** status must be **No** for the students enrolled in class sections at your school.

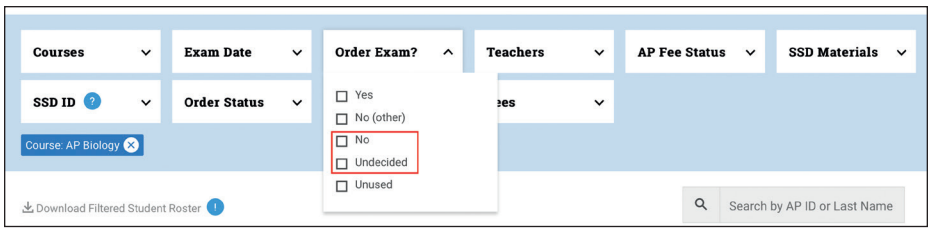


REMINDER: Even if a student isn't taking the exam for an AP class section they're enrolled in, they still have access to AP Classroom resources assigned by their teacher for that class section.

Search for *No* or *Undecided* Exam Registrations

To view a list of all students whose exam registration is **No** or **Undecided**, go to the **Students** page. From the **Order Exam?** filter, select **No** and **Undecided**.

Exams for students with **No** or **Undecided** statuses won't be included when you submit your order.



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Exam Orders and Cancellations Are per Student

Because exam orders are used to create personalized AP ID labels for each student, exams are ordered and canceled per student. If Student A wants to cancel an exam and Student B wants to order an exam for that same subject, you can't just switch the exam from Student A to Student B. You'll need to cancel the exam for Student A and update your exam order with the exam added for Student B. If it's after November 13, the late order fee of $40 in addition to the base exam fee applies for Student B.

Important:

Schools can't give an exam ordered for one student to another student who wasn't part of the exam order. If a student takes an exam that wasn't ordered for them, the student's exam score may not be reported.

If an exam has been ordered for a student and the student decides they would like to take an exam for a different subject, an exam for the new subject must be ordered and the exam for the original subject should be canceled. After November 13, the late order fee would apply.

Switching Exams for AP Art and Design and AP Calculus

After switching an exam in the system, you need to submit the change to your exam order. See page 99 for details about submitting a change to your order.

AP Art and Design and **AP Calculus** are the only courses for which you can switch an exam for a student after November 13 without incurring a late order fee.

If you've submitted an order for a student for an AP Art and Design or AP Calculus Exam, and the student wants to switch to another AP Art and Design or AP Calculus Exam, **they may do so without any fee**.

For example, if you ordered an AP Calculus BC Exam for a student who determines they instead want to take the Calculus AB Exam, you can make this switch in AP Registration and Ordering by March 12 (11:59 p.m. ET) without an additional fee.

There is a specific process that must be followed when switching an exam for a student for either AP Art and Design or AP Calculus.

For AP Art and Design:

- **The student must be enrolled in 2 class sections:** the one they were originally enrolled in and the one for the exam they would like to switch to. (If your school has combined Art and Design classes, you need to create class sections in AP Registration and Ordering for each portfolio type offered at your school to order the portfolios. See page 41 for details.)
  - For example: A student enrolled in AP 2-D Art and Design decides they would like to instead submit a portfolio for AP Drawing. The student should enroll in the class section for AP Drawing **while still being enrolled** in the class section for AP 2-D Art and Design.
- When the student has enrolled in the second class section, you'll change the student's **Order Exam?** status for the first class section to **No**.
  - For example: For the student who wants to switch from 2-D Art and Design to AP Drawing, you'd switch the student's **Order Exam?** status for **2-D Art and Design** to **No** after the student has enrolled in the class section for AP Drawing.
- When you cancel the student's exam for the first class section, you'll be prompted to confirm if the student wants to take AP Drawing instead. You'd indicate **Yes**.

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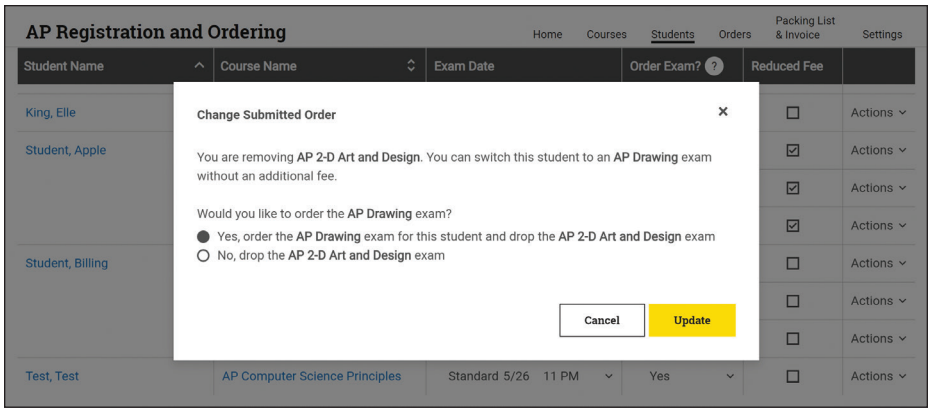
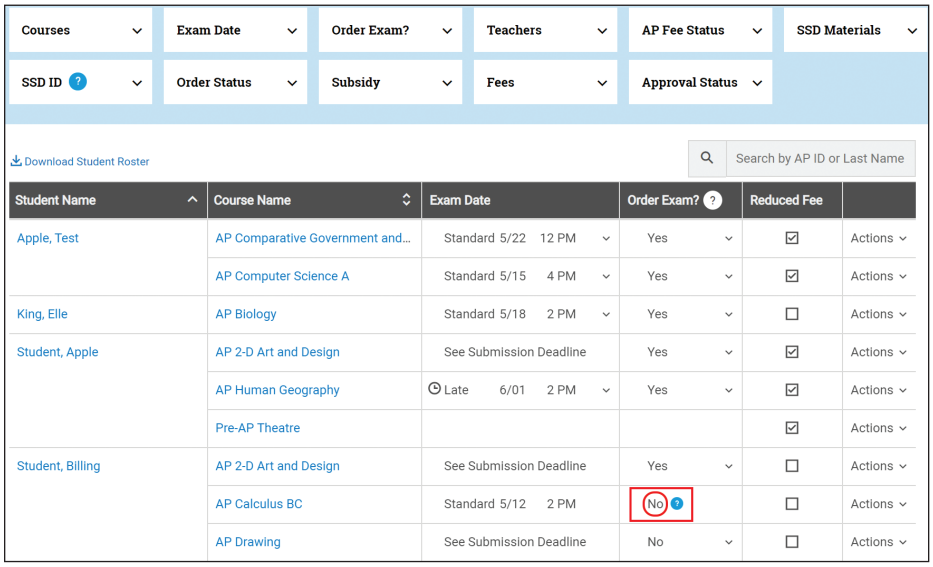


For AP Calculus:

- **The student must be enrolled in 2 class sections:** the one they were originally enrolled in and the one for the exam they would like to switch to.
  - For example: A student enrolled in AP Calculus BC decides they would like to instead take the AP Calculus AB Exam. The student should enroll in the class section for AP Calculus AB while still being enrolled in the class section for AP Calculus BC.
- When the student has enrolled in the second class section, click the tooltip that says **Why can't this be changed?** next to the **Order Exam?** field for the class section corresponding to the exam the student isn't taking.
- Select the checkbox to switch the exam.



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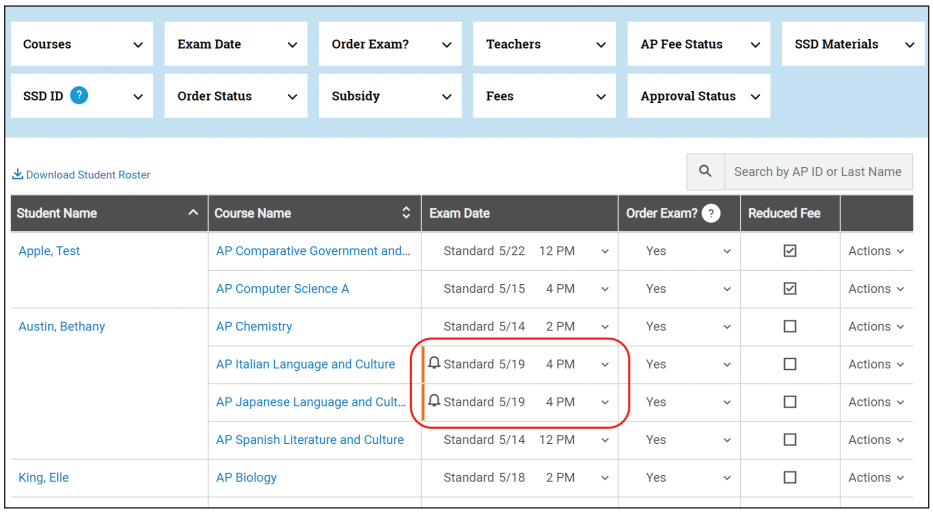
Indicating Alternate Exams for Late Testing

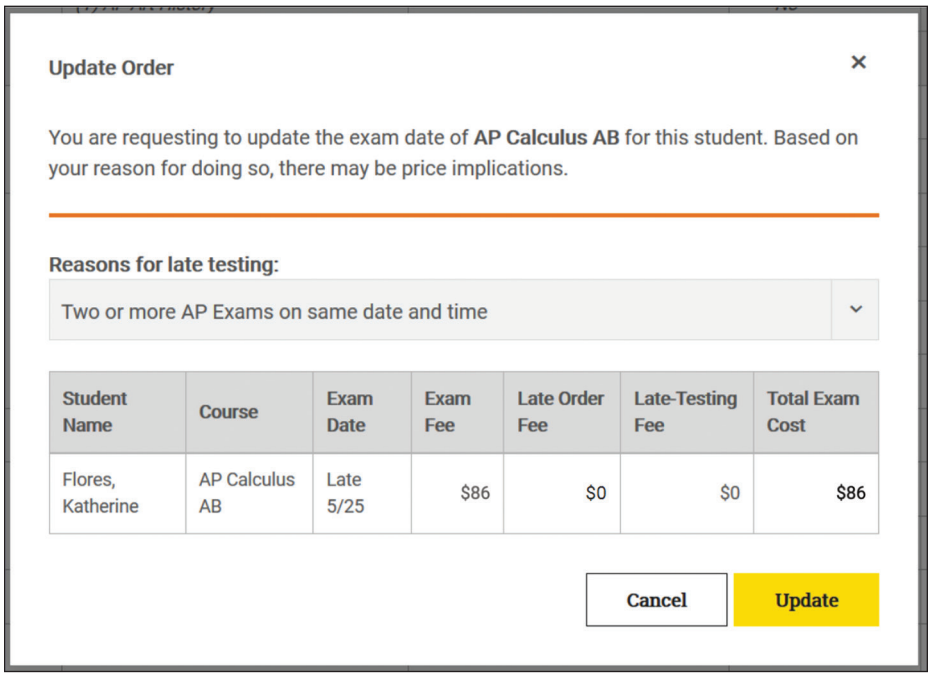
As you organize your exam order in AP Registration and Ordering, indicate any students who will require late testing for 2021 by changing the test date from **Standard** to **Late** for each necessary exam per student.

To help you identify known conflicts, the system shows an alert—a bell icon—when a student has more than one AP Exam on the same date and time.



When you select a **Late** test date for a student, you need to indicate the reason for late testing. If you don't see the student's reason for late testing listed, select **Reason Not Listed.** Depending on the reason for late testing, there may be an additional late-testing fee of $40 per exam charged to partially defray costs.

See pages 30–31 for the AP Program's policy on late testing and a list of reasons that don't incur an additional late-testing fee. Most reasons don't incur the fee.



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Ordering Exam Materials for Students with Accommodations

Work with your school's SSD coordinator to identify all students who will require accommodations for AP Exams. Assemble a list of these students for the 2021 AP Exams. You can use this list to help you locate the appropriate students in AP Registration and Ordering.

REMINDER: You should indicate all approved or expected special exam formats or materials for each student with an applicable approved or expected accommodation before submitting your exam order. In other words, if a student is planning to take an AP Exam, include them in your order by November 13 even if they haven't received accommodations approval yet. You'll be able to update an existing exam order for a student whose accommodations approval status changes after the November 13 ordering deadline without an additional fee. However, if you **add a new exam order** for a student after the November 13 ordering deadline, the late order fee would apply.

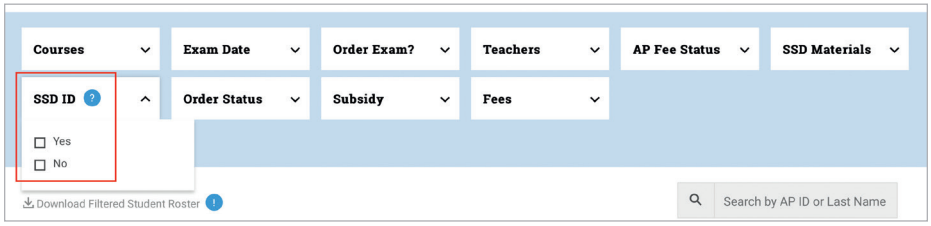
Accommodations Requests Must Be Submitted Through SSD Online

REMINDER: Submitting an order for special formats or materials in AP Registration and Ordering isn't the same as submitting a request for accommodations. Requests for accommodations must be submitted to the College Board SSD office. To take an AP Exam with accommodations, a student **must** be approved for accommodations by the College Board SSD office. Providing accommodations to students without College Board approval will result in cancellation of these students' scores. (See page 33 for details.)

Searching for Students with Accommodations

AP Registration and Ordering and SSD Online are separate systems, but you can filter your student roster in AP Registration and Ordering for students who have an SSD ID. A student will have an SSD ID if they have a record in SSD Online. Note that this filter **doesn't** distinguish whether or not a student has an approved accommodation, and it doesn't distinguish which exams the student's accommodation applies to.

To search for students with an SSD ID, apply the SSD ID filter on the student roster page.



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To view a list of the accommodations on record for each student, go to the **Students** page and click the student's name. This brings you to the **Student Details** page, which lists the courses the student is enrolled in. At the bottom of the page is a section called **Accommodations for Students with Disabilities**, which lists the status of any accommodations requested for the student in the College Board Services for Students with Disabilities (SSD) Online system.

Courses

AP Chemistry

Transfer AP2020 *(Exam Only)* Transferred In

Order Exam?	Exam Date
No	Standard 5/14 2 PM

Accommodations for Students with Disabilities (SSD Code: 0000000000)

Students with documented disabilities may require special exam formats or materials. You should indicate all approved or expected special exam formats or materials before submitting your exam order, even if a student's accommodations haven't yet been approved. Some orders may require review by the College Board and will remain in "pending" status until this review is complete.

Orders are separate from requests for accommodations. To take an AP Exam with accommodations, a student **must** be approved for the accommodations by the College Board's Services for Students with Disabilities (SSD). Requests for accommodations must be submitted to SSD by **January 17, 2020**. Providing accommodations to students without College Board approval will result in cancellation of their scores.

To include special exam materials for this student in your exam order, click "Special Exam Materials" next to the course name(s) above. If this student has an accommodation but will use regular-format exam materials, no action is needed on this page; for example, 50% extended time without any other accommodation doesn't require special exam materials. See the 2019-20*AP Coordinator's Manual, Part 1* for details about special exam materials and accommodations, or consult your school's SSD coordinator.

The information below is from the College Board's SSD platform. Refer to it when ordering special exam materials for students with approved or expected accommodations. For more detailed information about the student's accommodation(s) or to print out the Nonstandard Administration Report (NAR) for the student, visit the SSD Online System.

Accommodation	Comments	Application Received	Status		Expiration Date
Reading +50% (time and 1/2)		1/15/2020	✓ Approved	1/20/2020	7/01/2022
Writing +50% (time and 1/2)		1/15/2020	✓ Approved	1/20/2020	7/01/2022
Mathematical Calculations +50% (time and 1/2)		1/15/2020	✓ Approved	1/20/2020	7/01/2022
Listening +50% (time and 1/2)		1/15/2020	✓ Approved	1/20/2020	7/01/2022
Speaking +50% (time and 1/2)		1/15/2020	✓ Approved	1/20/2020	7/01/2022

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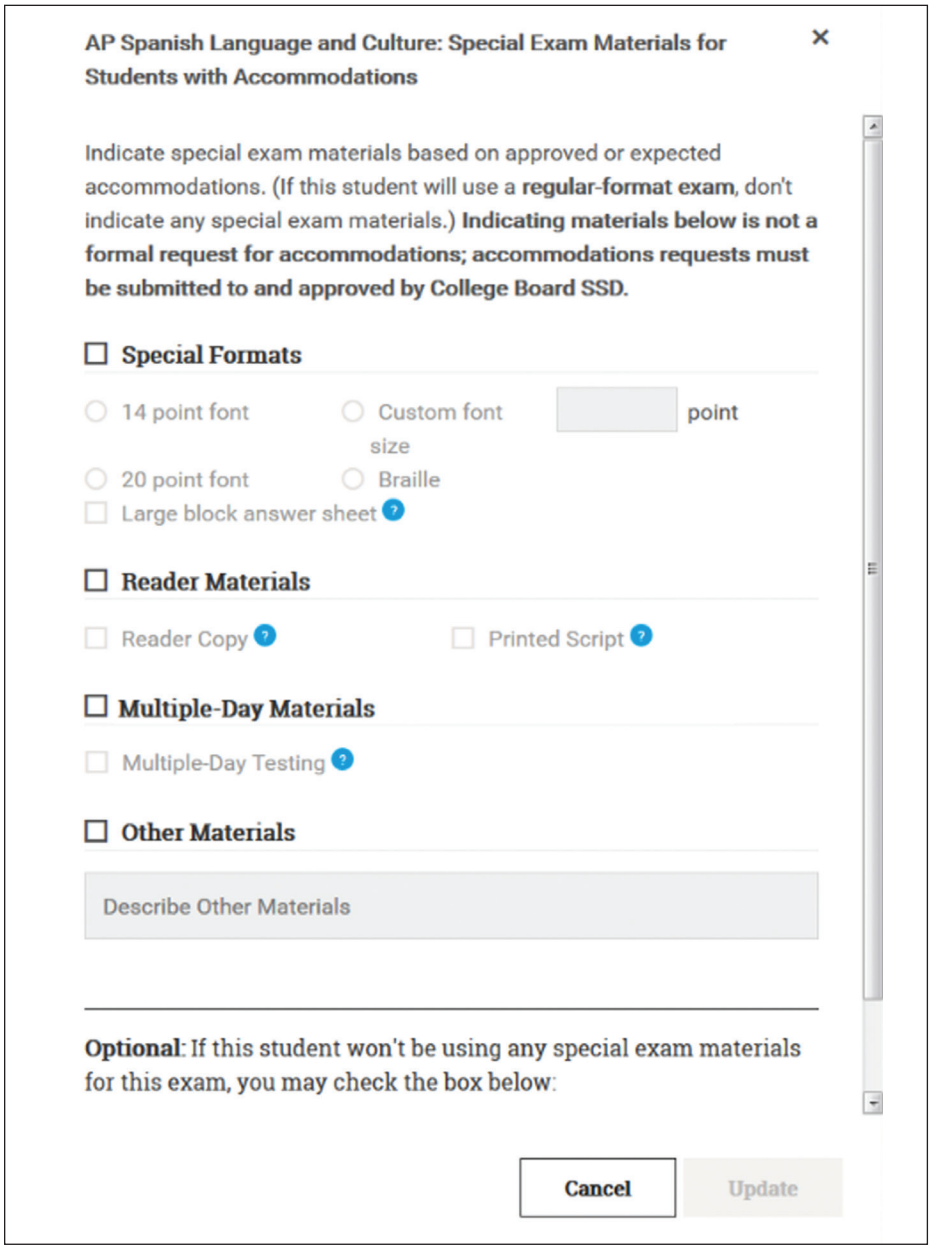
Indicating Special Exam Materials

You'll need to indicate any special exam formats or materials a student needs based on their approved or expected accommodation(s). To order exam materials for the student's accommodation(s), click **Special Exam Materials** next to the appropriate course on the student's **Student Details** page. Complete the information in the next screen.



Important:

In rare instances, a student may need a special exam material not listed on this screen. In **Other Materials**, only indicate exam **materials**. Don't indicate an accommodation that doesn't require materials; for example, **don't** indicate rest breaks, medication, or extended time because these accommodations don't require exam materials like large type, scripts, or braille.

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If you have any questions about which exam materials a student with accommodations needs, consult your school's SSD coordinator.

The table below (also shown on page 34) shows which accommodations/materials should and shouldn't be indicated in AP Registration and Ordering:

Indicate in AP Registration and Ordering*	Do Not Indicate in AP Registration and Ordering**
Assistive technology–compatible (ATC)	Extended time
Multiple-day testing	Rest breaks
Large-block answer sheet used with regular-format exams	Food or drink
Braille format	Medication
14- or 20-point large-type format	Testing with a computer
Large-type formats other than 14 or 20 point	Calculator for noncalculator test sections
Reader copies of exams	Magnifier/magnifying machine
Printed scripts for the master audio parts of AP Exams in French, German, Italian, Spanish Language and Culture, and Spanish Literature and Culture	Colored overlay
	Ruler/straightedge

**This is the list of special formats and materials that can be indicated in AP Registration and Ordering for students with approved or expected accommodations. If a student's accommodation is for a material not listed here, contact the College Board SSD Office for further instruction. Not every accommodation requires special materials.*

***This is a list of common accommodations that don't require special exam materials to be ordered for a student. There could be other approved accommodations. Remember, if the student's accommodation* doesn't *require special exam formats or materials,* don't *indicate the accommodation in AP Registration and Ordering.*

REMINDER: You should indicate special exam formats or materials based on approved or expected accommodations before submitting your exam order. See pages 32–35 for additional policies about ordering exams for students with disabilities.

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Indicating Student Fee Reduction Status

Deadline: You can update students' fee reduction status in AP Registration and Ordering until **April 30, 2021, 11:59 p.m. ET**. If an adjustment is needed to any student's fee reduction status after April 30, you need to call AP Services for Educators.

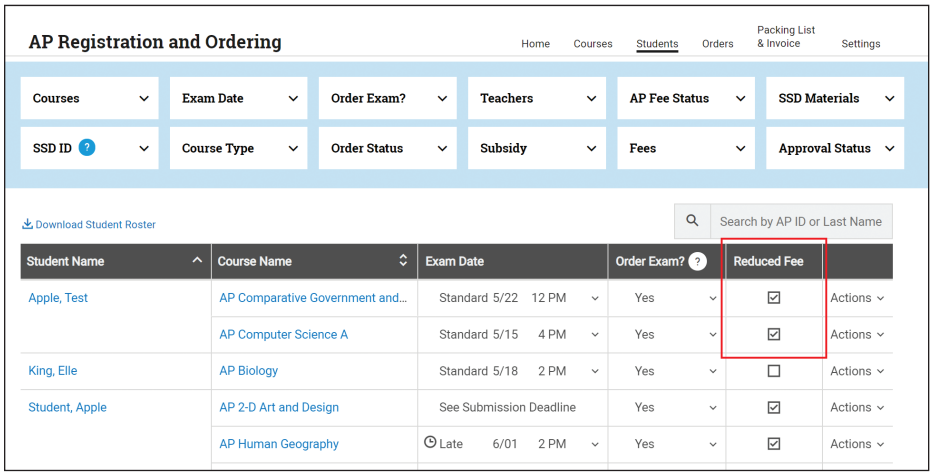
See pages 26–29 for details about the AP fee reduction policy.

You need to indicate the fee reduction status in the roster on the **Students** page for each student eligible for a College Board fee reduction.

- Students **eligible** for a fee reduction: For each student who is eligible for a fee reduction, check the box in the **Reduced Fee** column.
- Students not eligible for a fee reduction: For students who aren't eligible for a fee reduction, no action is needed.

Fee reduction status is indicated only once per student, not for each exam. For each eligible student, you must indicate the fee reduction status by April 30 to ensure your school is appropriately credited for available fee reductions.

If you change the fee reduction status for a student who's taking multiple exams, the fee reduction status change will automatically carry over to all the exams for that student.



You can update students' fee reduction status in the system after submitting your exam order. You don't need to submit a change to your exam order when you update a student's fee reduction status.

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Selecting the Order for AP ID Labels

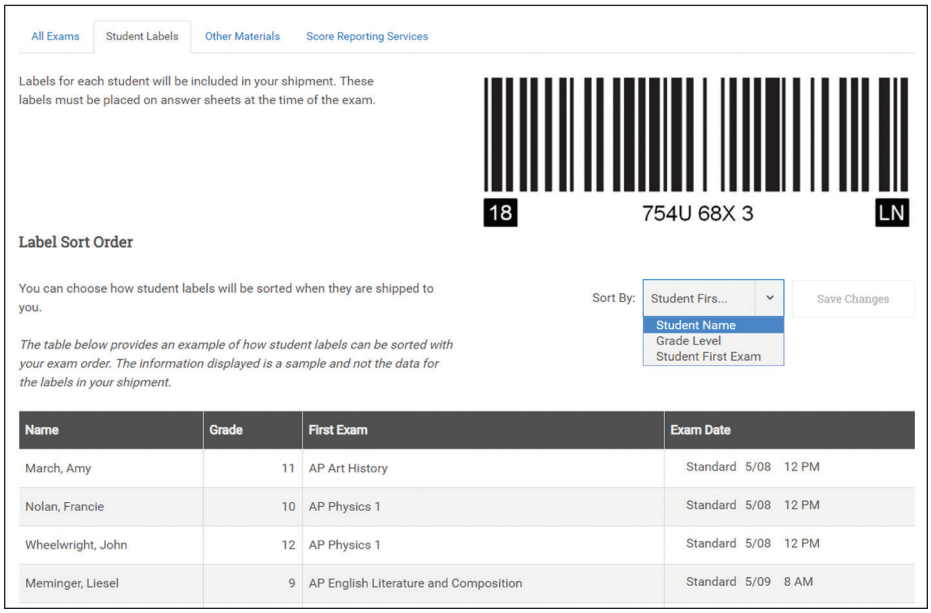
The student and exam information from your order will be used to create personalized **AP ID labels** for each student. AP students will put an AP ID label on their answer sheet at each AP Exam they take. (See pages 46–47 for details.)

REMINDER: You don't need to place a separate order for AP ID label sheets. You'll receive one for every student included in your exam order.

You can select how you'd like the AP ID labels to be sorted when they're sent to your school. You will be prompted to select an option for the labels when you submit your order. A checklist is sent with your AP ID label shipment in the spring, which will list students according to the label sort order you select.

Click **Student Labels** and select one of three options from **Sort By**.

- **Student Name:** This is the default option for the student labels. Leave this option selected to have the AP ID labels sorted in alphabetical order by students' last names.
- **Grade Level:** Select this option to have the AP ID labels sorted by grade and then by last name within each grade. (The grade level will be the grade indicated on the student's registration page after their initial sign in to My AP.)
- **Student First Exam:** Select this option to have the AP ID labels sorted by exam based on administration date (with the first exam to be administered at your school presented first) and the students sorted alphabetically by last name for each exam.



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Ordering Additional Master CDs

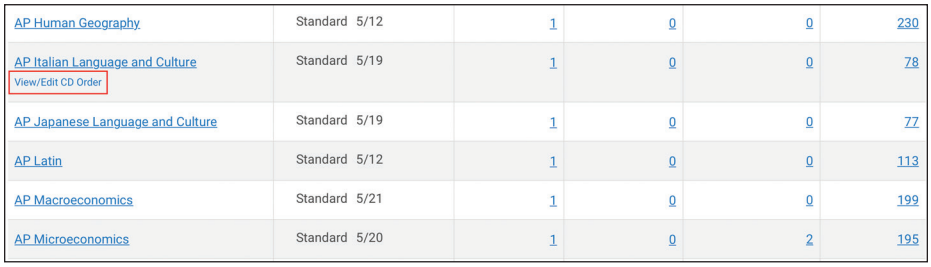
By default, if you order exams for AP French, German, Italian, or Spanish Language and Culture, AP Spanish Literature and Culture, or AP Music Theory, you'll receive **one set of master CDs for each subject regardless** of how many exams you order for each subject. For instance, if you order one AP Spanish Language and Culture Exam or 100 exams, the default is for one set of master CDs.

If you need to order additional master CDs for these subjects for any of the reasons listed on page 40, you can do so in AP Registration and Ordering.

You may order additional master CDs until March 12, 2021 (11:59 p.m. ET). If you need to order more CDs than the system allows, you'll be prompted to call AP Services for Educators.

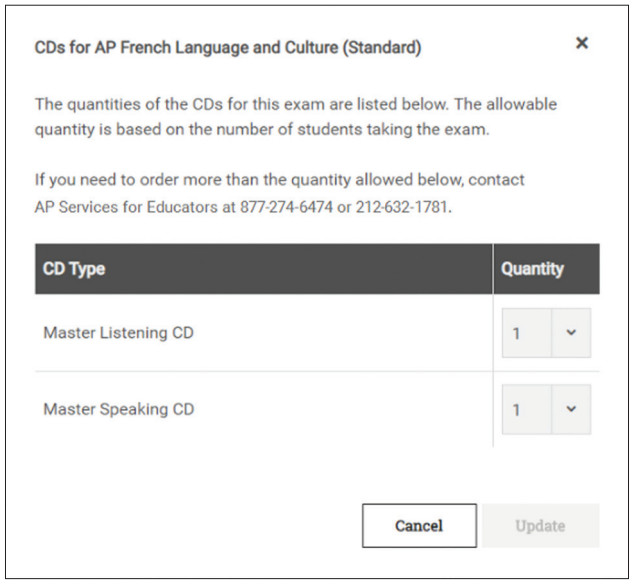
To order additional master CDs:

- Go to the **Orders** page and select the **All Exams** tab.
- Click **View/Edit CD Order** below the exam name.



AP Human Geography	Standard 5/12	1	0	0	230
AP Italian Language and Culture View/Edit CD Order	Standard 5/19	1	0	0	78
AP Japanese Language and Culture	Standard 5/19	1	0	0	77
AP Latin	Standard 5/12	1	0	0	113
AP Macroeconomics	Standard 5/21	1	0	0	199
AP Microeconomics	Standard 5/20	1	0	2	195

- A new screen opens with a list of the master CDs available for that particular exam. From the drop-down list, select the quantity of the CDs that you need.
- Depending on the amount of additional CDs you're requesting, you may be prompted to provide a reason for the additional CDs.
- Return to the **Orders** page and click the yellow **Submit** button next to **Unsubmitted Changes**. (See page 99.)
- You can click on **View/Edit CD Order** to view details.



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Submitting the Order

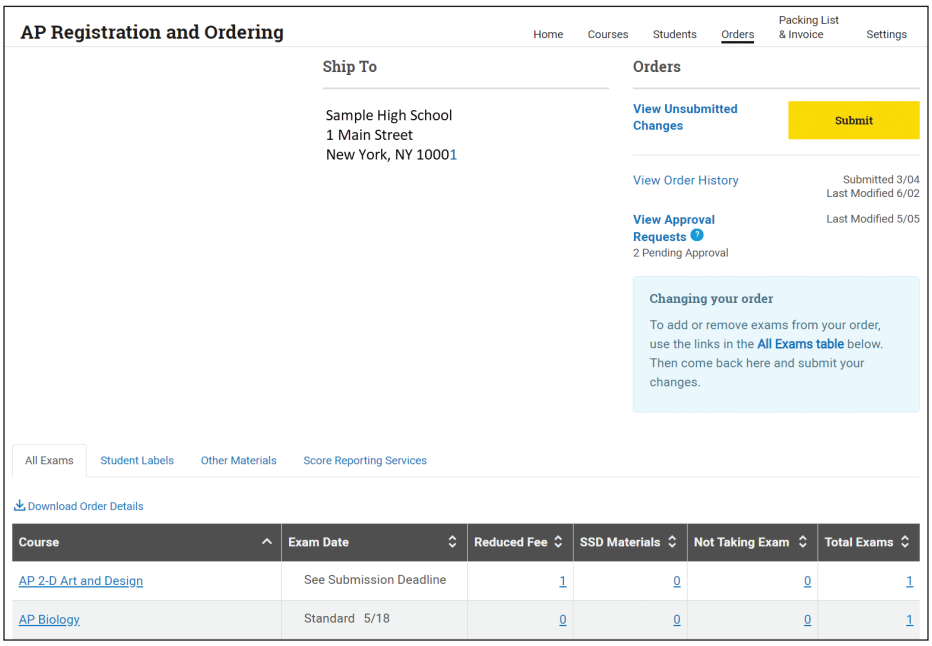
After you've made any necessary adjustments to the order, review the exam information shown on the **Orders** page one final time.

To submit your order, click the yellow **Submit** button. You will then confirm you want to submit the order.

Important:

You can make changes and click **Submit** as many times as needed up until 11:59 p.m. ET on November 13 without any penalty or risk to your order.

As a best practice, after you've submitted your initial exam order, it's recommended you click **Submit** any time you make a change to your order.



Important:

You won't be able to submit your exam order if you:

- haven't completed the AP Participation Form for 2020-21 (See pages 56–59.)
- have an outstanding balance from a previous AP Exam administration
- have a security hold

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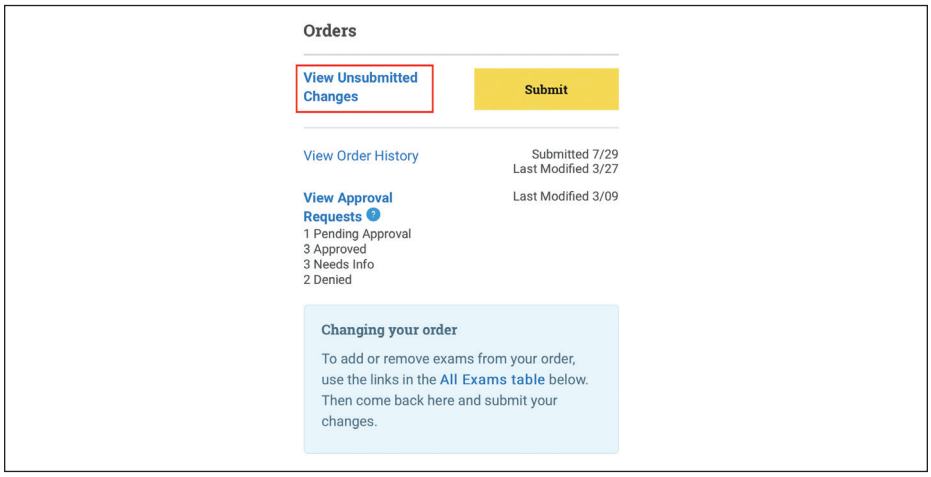
Submitting Changes to Your Initial Exam Order

The first time you submit your exam order in AP Registration and Ordering is considered your initial order. If you need to make updates after submitting your initial exam order, you need to submit these changes. Changes could include new student enrollments, students transferring to or out of your school, alternate exams for late testing, or special exam materials for students with accommodations.

If you have unsubmitted changes, you'll see the message **View unsubmitted changes** on the **Orders** page.

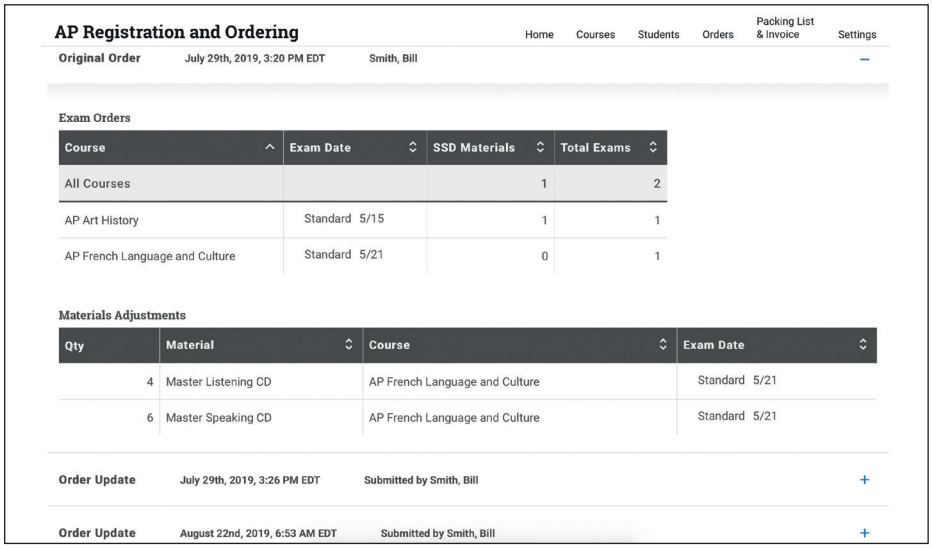
BEST PRACTICE: *Check for unsubmitted changes anytime you're in AP Registration and Ordering.*



Important:

You can submit changes to your order as many times as necessary until the November 13 final ordering deadline without incurring any additional fees. New exam orders submitted after November 13 and by March 12 may incur late order fees.

On the **Orders** page click **View Order History** to see the record of your initial order submission and all subsequent changes you've submitted to your order.



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Next Steps

Once you've submitted your AP Exam order through AP Registration and Ordering by the November 13 final ordering deadline, you've completed the necessary steps for the fall. After November 13, manage updates to your exam order.

Please continue to access available resources and trainings. If you have any questions, contact AP Services for Educators:

Phone:
877-274-6474 (toll free in the United States and Canada)
212-632-1781

Email:
apexams@info.collegeboard.org (or, for educators outside the United States, use apexams-intl@info.collegeboard.org)

Ongoing Exam Order Management

Between November 14 and March 12, manage any updates to your exam roster leading up to the spring course orders and fall order changes deadline **of March 12, 2021 (11:59 p.m. ET).** Areas to account for are:

- ☐ Exam orders for courses that start after the November 13 ordering deadline (Page 37)
- ☐ Student enrollment changes: students who transfer to or out of your school; students who drop a course; students who move to a different class section of a course (Pages 74–83)
- ☐ Late exam orders (i.e., exam orders submitted after November 13 for full-year or first-semester courses) (Pages 21, 23)
- ☐ Known exam cancellations (you're encouraged to submit known cancellations by March 12 so your school doesn't receive exam materials for students who don't intend to test) (Pages 23, 87)
- ☐ Any special exam formats or materials needed due to updated accommodation requests (Pages 32–35, 91–94)
- ☐ Orders for alternate exams for late testing for students with known testing conflicts (Pages 30–31, 90)

Submitting Order Changes

If you make any changes to your exam order after you've submitted your initial exam order, you'll need to submit these changes. Go to the **Orders** page. If you have the message **View unsubmitted changes** (see page 99), you must submit your changes.

Plan to organize updates to your exam order ahead of the March 12 deadline.

BEST PRACTICE: *Even if you've been organizing and submitting changes to your exam order before March 12, 2021, check AP Registration and Ordering again on March 12 before 11:59 p.m. ET to make sure you don't have any remaining unsubmitted order changes.*

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Indicating Student Fee Reduction Status

The deadline to indicate students' fee reduction status through AP Registration and Ordering is **April 30, 2021 (11:59 p.m. ET)**. (See page 95 for more information.)

Check Students' School Code

For accurate score reporting, it's critical that students correctly select their school when they provide their registration information. Once students are enrolled in their class sections, download the student roster and look at the school code for each student in the roster to ensure students have indicated the correct school. If you see any errors, let the students know so they can correct their information in their **My AP Profile** in My AP (**myap.collegeboard.org**).

Receive AP ID Label Sheet Shipments

Coordinators should receive their shipment of AP ID label sheets between late March and mid-April. One label sheet will be sent for each student included in the exam order. The AP ID label sheets will be sent in a separate shipment from your school's AP Exam materials.

If you don't receive the shipment of label sheets by mid-April, you can check the shipment tracking through AP Registration and Ordering. **Part 2** of the *2020-21 AP Coordinator's Manual* will have details about tracking, receiving, and storing AP ID label sheets.

NOTE: The AP Program can't guarantee that AP ID label sheets can be produced for students added to your exam order after March 12, 2021.

Score Labels and Free-Response Booklets

If you'd like to request score report labels and students' completed free-response booklets from the 2021 AP Exam administration, you can do so through AP Registration and Ordering. The deadline to request these items is **May 15, 2021** (11:59 p.m. ET). Details about these materials will be in **Part 2** of the *2020-21 AP Coordinator's Manual*.

Exam Administration and Post-Exam Tasks

Details about processes related to the exam administration will be in **Part 2** of the *2020-21 AP Coordinator's Manual,* including:

- **Exam Schedule Feature:** This feature will help you organize your exam administration. Using the rosters generated through AP Registration and Ordering, you'll be able to create and manage:
  - Exam room assignments
  - Proctor assignments
  - List of examinees
- **Creating the Packing List:** You'll create your final packing list through AP Registration and Ordering.
- **Accessing and Paying Your Invoice:** Your invoice is directly generated by AP Registration and Ordering and emailed to you after the late-testing administration ends. The postmark deadline for payment is June 15.

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Resources and Tools for AP Teachers and Students

This section gives AP coordinators an overview of AP Classroom and My AP for teachers and students, including the resources and tools available to them.

Guides with information about getting started are available for teachers and students. See **Helping Students Join Your AP Class Section** (pages 117–118) and **Joining Your AP Class Section** (pages 119–120).

Teacher Access to AP Classroom

Reminder about AP Course Audit

To access the AP Classroom resources and set up class sections for students, new AP teachers and those teaching a new or different AP course for the first time in 2020-21 must add their course(s) and have the course audit form(s) approved by an administrator in AP Course Audit. If teachers have any questions about this process, they should contact your school's AP Course Audit administrator. (See page 10 for details about the course audit steps that new teachers or those teaching a different AP course for the first time in 2020-21 must complete.)

Signing In

To access **AP Classroom**, AP teachers go to **myap.collegeboard.org** or AP Central and sign in using their College Board professional account; this is the same username and password teachers use with AP Course Audit, the AP Community, and AP Score Reporting.

It's important that teachers don't create multiple College Board accounts.

Teachers need access to a computer or tablet (minimum resolution 1024 × 768) that supports the latest version of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer and is connected to the internet.

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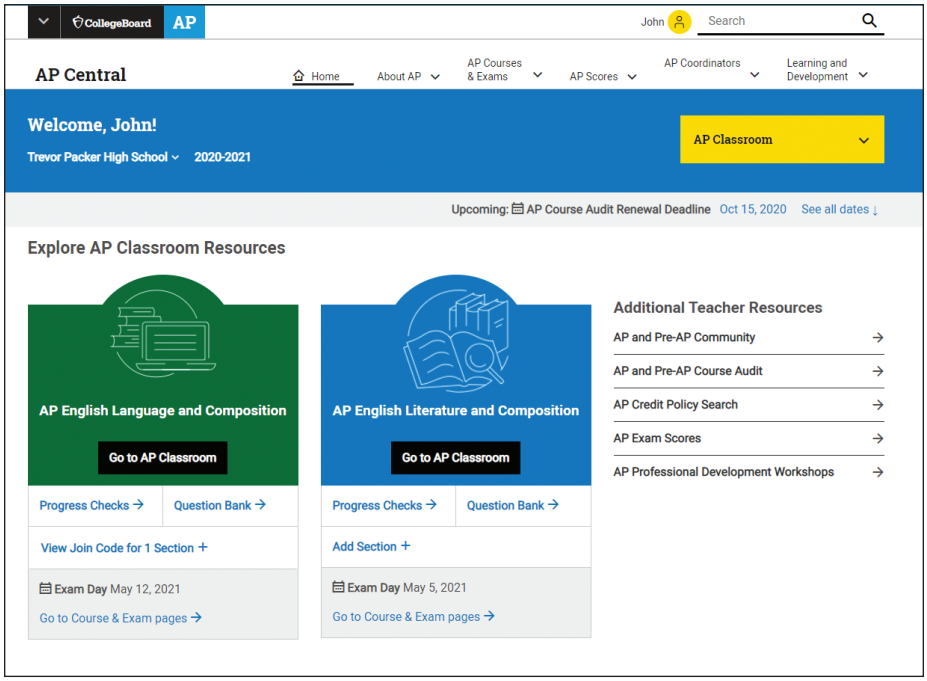
AP Classroom

After signing in, AP teachers see their personalized homepage with a card for each course they teach where they can explore the AP Classroom resources for their classes.

To access AP Classroom, teachers can click the yellow **AP Classroom** button at the top right of the page.



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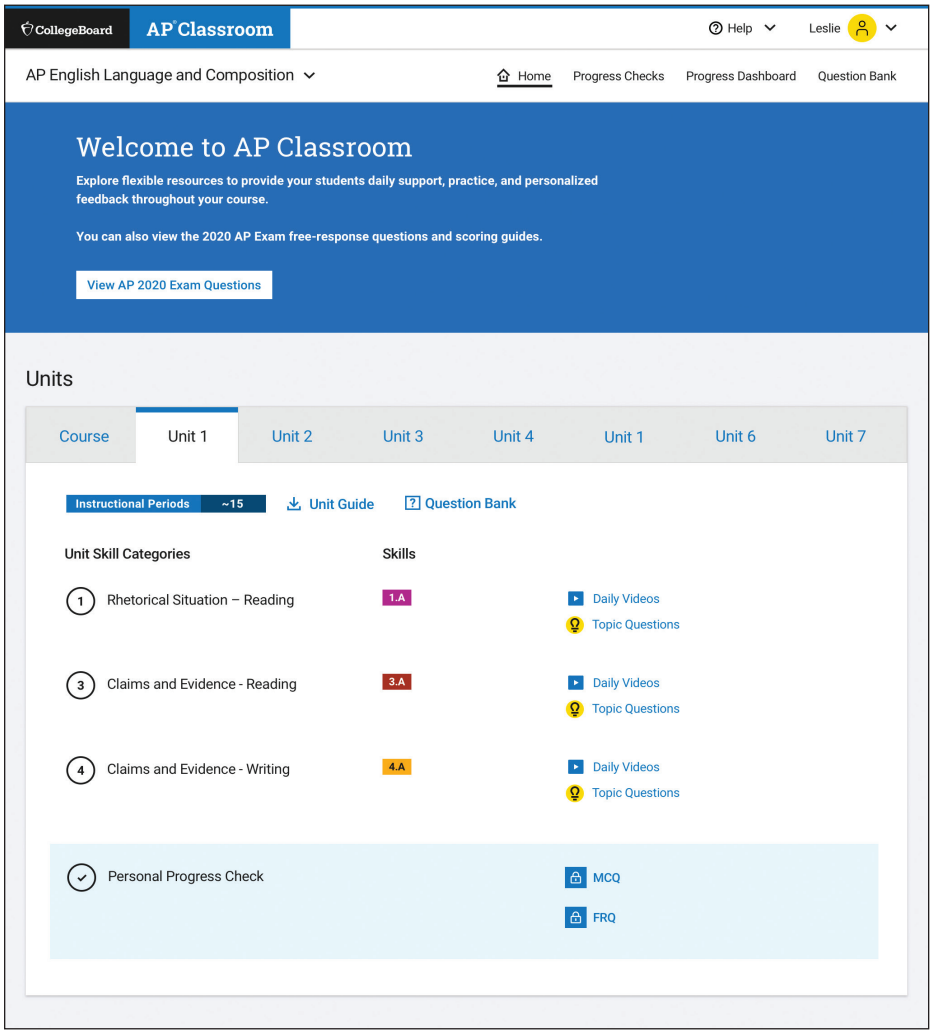
Once in AP Classroom, teachers can access AP resources to support their course(s) and students.



For step-by-step guidance on how to get the full benefit of the resources available in AP Classroom, teachers can access FAQs, interactive tutorials, and detailed user guides by clicking **Help** at the top of the screen in AP Classroom.

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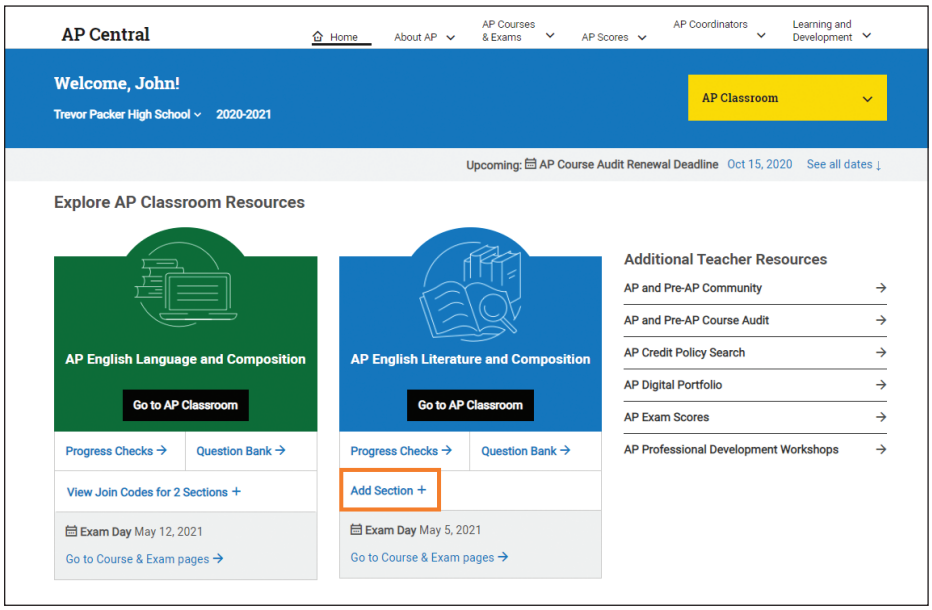
Creating Class Sections

This information applies if teachers are creating their own sections. If the coordinator is creating class sections, teachers only need to know how to view the join codes for their sections (see the next page). Communicate with AP teachers to let them know if they should create their own class sections.

If class sections haven't been created yet, the teacher can sign in to AP Central or **myap.collegeboard.org**, and click on **Add Section +** below the course card on their personalized homepage. AP coordinators should create class sections, but teachers can also do this if the school prefers.



After clicking **Add Section +**, complete the information in the next screen:

- **Section Name:** Use the naming convention that works best for your school. Class section names should be easily recognizable by students and educators, because they will appear in AP Classroom and AP score reports. The limit for the section name is 20 characters.

BEST PRACTICE: *Name sections consistently and clearly for organizational and score reporting purposes.*

- **Maximum number of students:** This will default at 40, but the teacher or AP coordinator can edit this number as necessary. Once the number of enrollments equals the maximum number of students, no one else will be able to enroll in that section unless the coordinator or teacher edits the field to increase the maximum number.
- **Course Schedule:** There are several options for course schedule:
  - **Standard Full Year:** Use this option if the section is held for the whole school year **or** only during the first semester.
  - **Second Semester:** Use this option if the section begins after the November 13 final ordering deadline or is held only during the second semester.
  - **Teacher(s):** Co-teachers can be added if applicable.

BEST PRACTICE: *Set up unique class sections for each class period taught so teachers can assign resources and get feedback on student performance per class.*

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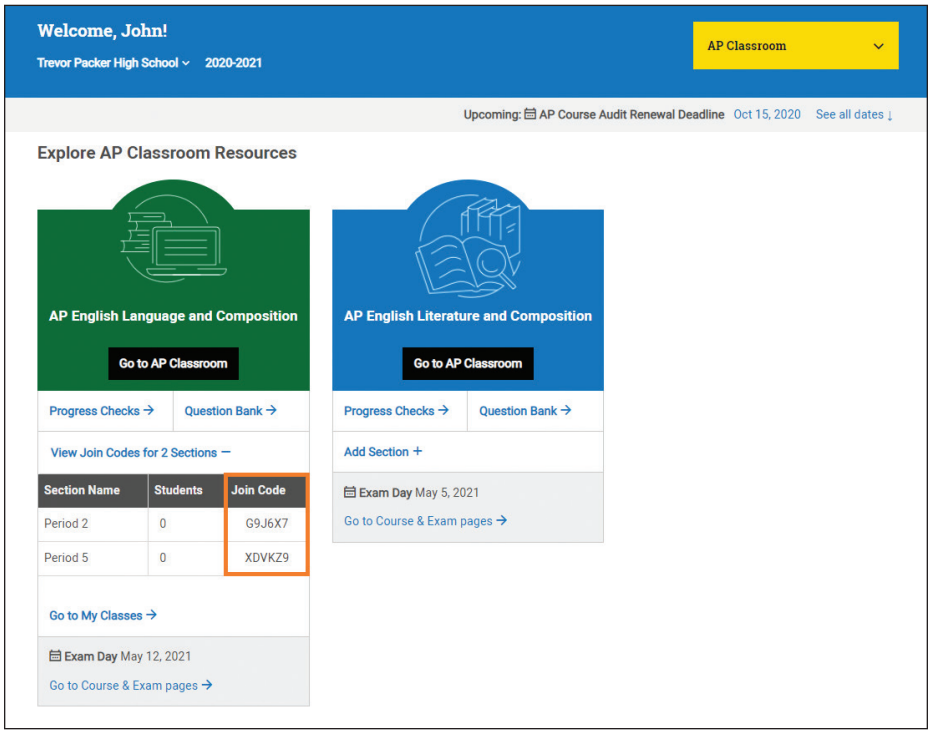
Helping Students Join Your AP Class Section on pages 117–118 provides step-by-step directions for teachers. It can be downloaded from **collegeboard.org /apdownloads**.

Viewing the Join Code

Once a class section has been created, the join code can be accessed through the **View Join Codes** link in the course card on the teacher's personalized homepage. Teachers can also click the **Go to My Classes** link to manage their classes.



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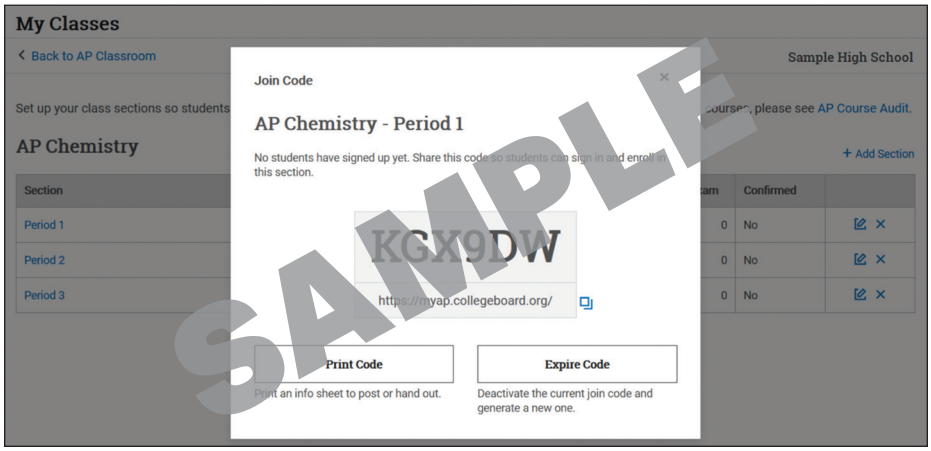
To open a printable view of the join code for a particular section, navigate to **My Classes**, and click the arrow icon next to the join code.



Important:

Join codes are generated per class section, not per student or per teacher. Therefore, if a teacher has multiple sections, the system will generate a unique join code for each section for the teacher to provide to their students. Students must have a join code for each class they're taking to enroll in the system and to be accounted for in the exam order. Students also need to be enrolled to access AP Classroom assignments and feedback for every AP class they're taking.

As students enroll, teachers can view the enrollments. They can also view students' exam registrations.

Confirming Students' Exam Registrations

If you have selected the **advanced student exam decision indicator setting** and have also enabled the teacher confirmation setting, AP teachers can update students' exam registrations up until the student decision deadline. (See pages 63–64.) Teachers can confirm that all of their students' exam registrations are updated; when a teacher does this, students in the teacher's class section can no longer adjust their exam registration. Teachers should inform students about any changes to their exam registration; the system doesn't send notification to students if a teacher changes their exam registration for a course.

After the student decision deadline, which is set by the AP coordinator, only the coordinator can adjust students' exam registrations.

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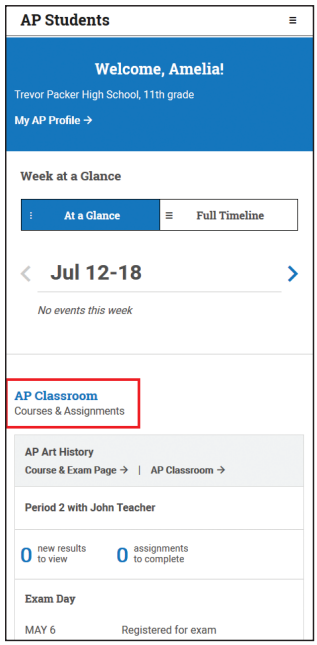
Accessing AP Classroom Resources

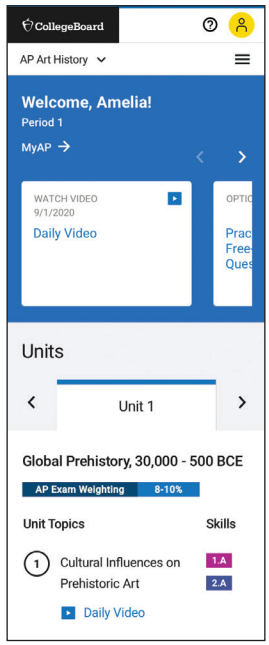
Teachers can use the following AP Classroom resources for their students:

- **Topic Questions** are provided so teachers can check understanding as they teach each topic, with rationales to explain correct and incorrect answers to students.
- **Unit Guides:** Appearing in the course and exam description (CED) and on AP Classroom, unit guides outline all required course content and skills covered on the exam, organized into commonly taught units. Each unit guide will suggest sequence and pacing of content, scaffold skill instruction across units, and provide tips on taking the exam.
- **Personal Progress Checks** help teachers gauge student knowledge and skills for each unit through:
  - multiple-choice questions with rationales explaining correct and incorrect answers, and
  - free-response questions with scoring guides to help teachers evaluate student work
- **Progress Dashboard:** The Progress Dashboard displays results from Personal Progress Checks, providing real-time insights to student achievement and areas to prioritize for additional support.
- **AP Question Bank:** A searchable library of all AP questions that teachers use to build custom practice for their students. Teachers can assign quizzes with formative topic questions or questions from practice or released AP Exams.
- NEW Beginning September 1, 2020, new **AP Daily** videos will be available through AP Classroom. Teachers can choose how to incorporate AP Daily videos into their lessons—whether they're delivering instruction in person, online, or in a blended learning environment.

Teachers can access these resources by clicking on the AP Classroom links on their personalized homepage on AP Central. Teachers can assign resources after class sections have been created.

After students sign in to My AP and enroll in their AP class sections, they'll see a link to AP Classroom and any current AP Classroom assignments for each class section they're enrolled in. This is also where they'll be notified when they have feedback to help them improve in AP. (See page 116 for more information about how students access AP Classroom assignments.)





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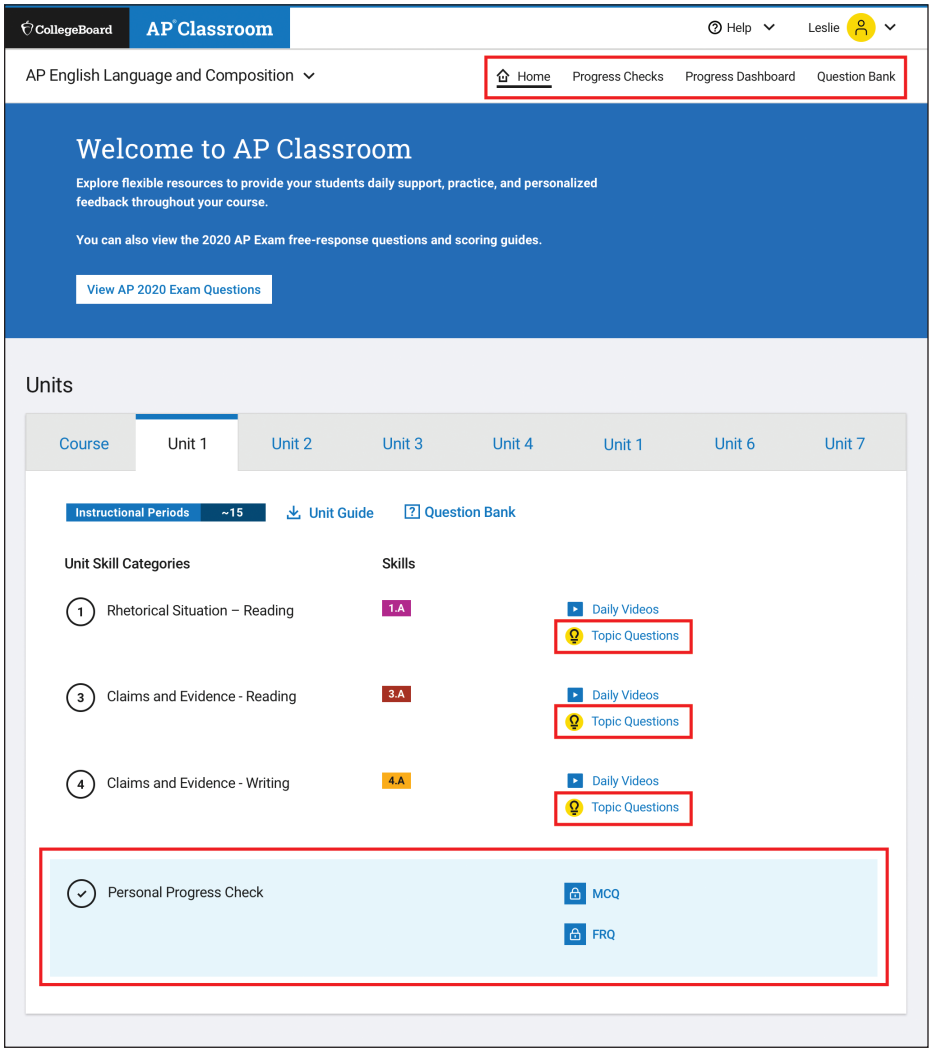
When teachers click an AP Classroom link, they'll see the instructional units and resources for each course they teach. For each unit, teachers will see the same topics and skills outlined in the course and exam description. Next to each topic are **topic questions** teachers can assign as they teach each topic.



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This example shows a feedback report for the first Personal Progress Check.

Unit 1 Progress Check: MCQ

Topics and Skills | Questions | Students

Class Period 1 — 5 | 10 | 10 | 5

Topic	Skill	Class Avg (Average points earned/possible)
1.1: Ideals of Democracy	Skill 1.D: Describe political principles, institutions, processes, policies, and behaviors illustrated in different scenarios	2/3
1.2: Types of Democracy	Skill 4.A: Describe the author's claim(s), perspective, evidence, and reasoning	0/3
1.3: Government Power and Individual Rights	Skill 1.B: Explain political principles, institutions, processes, policies, and behaviors.	3/3
1.4: Challenges of the Articles of Confederation	Skill 4.B: Explain how the author's argument or perspective relates to political principles, institutions, processes, policies, and behaviors.	3/3
1.5: Ratification of the U.S. Constitution	Skill 1.E: Explain how political principles, institutions, processes, policies, and behaviors apply to different scenarios in context.	1/3
1.6: Principles of American Government	Skill 4.B: Explain how the author's argument or perspective relates to political principles, institutions, processes, policies, and behaviors.	1/3
1.7: Relationship between the States and the Federal Government	Skill 5.A: Articulate a defensible claim/thesis.	3/3
1.8: Constitutional Interpretations of Federalism	Skill 2.A: Describe the facts, reasoning, decision, and opinion(s) of required Supreme Court cases.	2/3

Student Access to My AP and AP Classroom

Joining Your AP Class Section on pages 119–120 provides step-by-step directions for students. It can be downloaded from **collegeboard.org /apdownloads**.

To access **My AP**, all AP students go to **myap.collegeboard.org** and sign in using their **College Board student account**. This is the same login they may have used to access My AP last year, previous AP and PSAT/NMSQT scores, or to register for the SAT. If students don't have a student account, they can click the **Sign up** link.

Students need access to a computer or mobile device that supports the latest versions of Chrome (preferred), Safari (preferred), Firefox, or Internet Explorer and is connected to the internet.

After signing in, students see their personalized My AP homepage. They must enter the join code provided by their AP teacher or AP coordinator for each of their AP classes. This enrolls them in the course, facilitates order identification and submission, and allows them to access AP Classroom coursework their teacher assigns. If a student is taking just an AP Exam without taking the corresponding class, they must enter the join code provided by their AP coordinator for each exam only section. This will add the student to your order for you to submit. Students in exam only sections don't have access to the AP Classroom resources for that subject.

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Important:

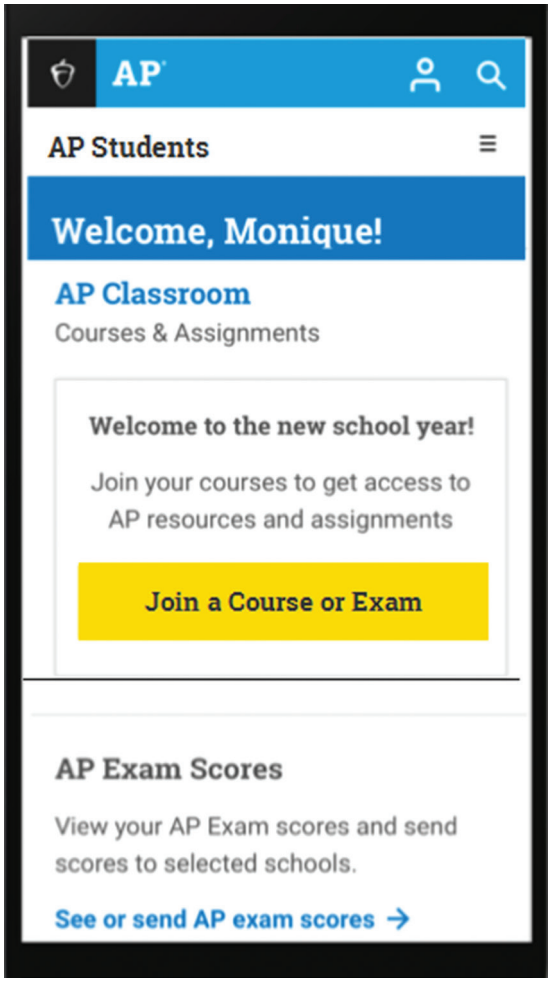
Join codes are generated **per class or exam only section**, not per student or per teacher. If a student is enrolled in multiple AP courses and/or exams, they will receive a unique join code for **each class or exam only section**. To be accounted for in the exam order, students must enroll in their classes or exam only sections in the system. They also must be enrolled in class sections to access AP Classroom assignments and feedback for every AP class they're taking (optional for homeschooled, self-study students).

Joining a Class or Exam Only Section

On the first day of class, teachers provide the join code for their class section to their students. (Remember, only the AP coordinator can access and provide the join code to a student for an exam only section.)

To join a class or exam only section, students:

- Sign in to **myap.collegeboard.org**.
- Click **Join a Course or Exam**.
- For each class section or exam only section, enter the join code provided by the AP teacher (or AP coordinator) to enroll. If a student is taking AP Exams at multiple locations, they need to get the appropriate join codes from the AP coordinator at each location where they'll be testing.
- Complete their registration information. *(Students do this once, after entering the join code for their first section; see the next page for details.)*



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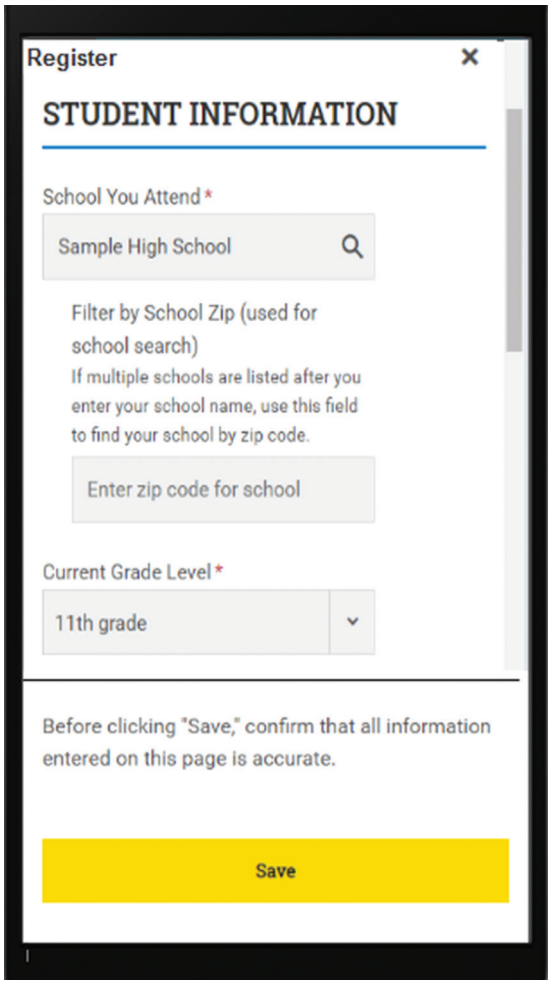
Registration Information

When a student signs in and enters a join code for the first time, they'll be prompted to provide registration information. Students should be sure that this information is accurate. For some fields, students have the option to select **do not wish to respond**.

Students may have questions about a few fields.

- School You Attend and Filter by School Zip Code: The school's city and state will be displayed next to the school name when students search for their school. Students only need to enter a zip code if their school name isn't already listed and they can't find it by searching by school name. This could be the case if there are multiple schools with the same name. In this case, students can use the school's zip code to find the correct school. Students may need a reminder about their school's zip code.
  - A homeschooled student can search for their state or country plus "home school" (e.g., New Jersey Home School) and select this entry. If they can't locate their school through the school name or zip code search fields, they can select **I can't find my school.** If a student selects this, their mailing address is designated as their homeschool.
- Parental Level of Education: If a student isn't sure of their parents' level of education, advise them that it's OK to select **Do not wish to respond.**
- Mobile Phone Number: If a student has a non-U.S. phone number longer than 14 digits, they shouldn't enter that phone number here.



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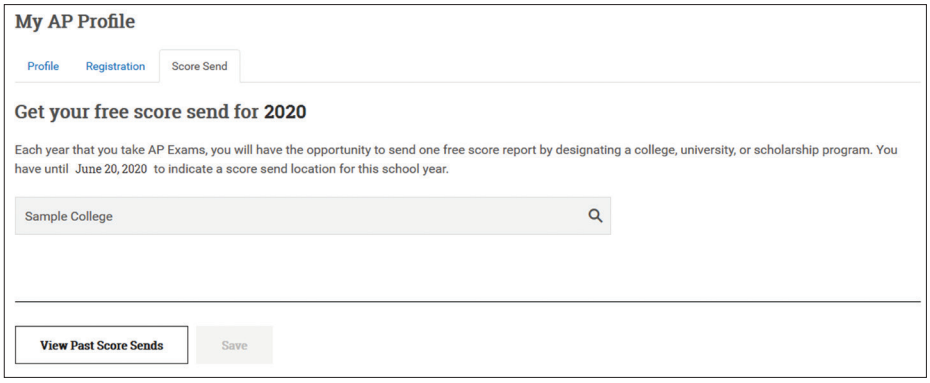
Indicating Free Score Report Recipient

Every student can have one free AP score report each year sent to any college, university, or scholarship program of their choice. Students indicate the recipient of their free score report **only** through My AP. They don't indicate this information on their answer sheets.

The deadline for students to indicate or change their free score report recipient through My AP is **June 20, 2021**.



Indicating Exam Registration (for Advanced Student Exam Decision Indicator Setting Only)

If you've selected the advanced student exam decision indicator setting (see pages 63–64), advise AP teachers and students that students need to indicate their exam registration through My AP. If you leave the exam decision indicator at the default setting, students don't need to indicate their decision to take the exam in the system; the default setting includes all students who enroll in class sections before the November 13 final ordering deadline with an **Order Exam** status of **Yes** in the exam roster. (See pages 61–62.)

If you have selected the advanced exam decision indicator setting:

- The exam registration deadline will be displayed at the top of the student's My AP page. Coordinators or teachers should remind students of this deadline.
- In **My AP** the student clicks **Register for Exam** for each class section they're enrolled in.
- From the next screen, the student selects either **Confirm Registration** (if they're taking the exam), or **No, I wish to remove myself from taking this AP Exam**. Students who are taking the exam at a school other than the one at which they're taking the class should select "No" in order to be able to register for the exam at the other school.
- The student should make sure the school indicated is the school where they plan to take the exam; if it's not, they should contact you.

The screenshot on the next page is just an example. The deadline shown below the yellow Register for Exam button will be the date you set as the student decision deadline when you select the advanced decision indicator setting. (See pages 63–64.)

Once the student has registered for the exam, the name of the school where the student will be taking the exam is listed.

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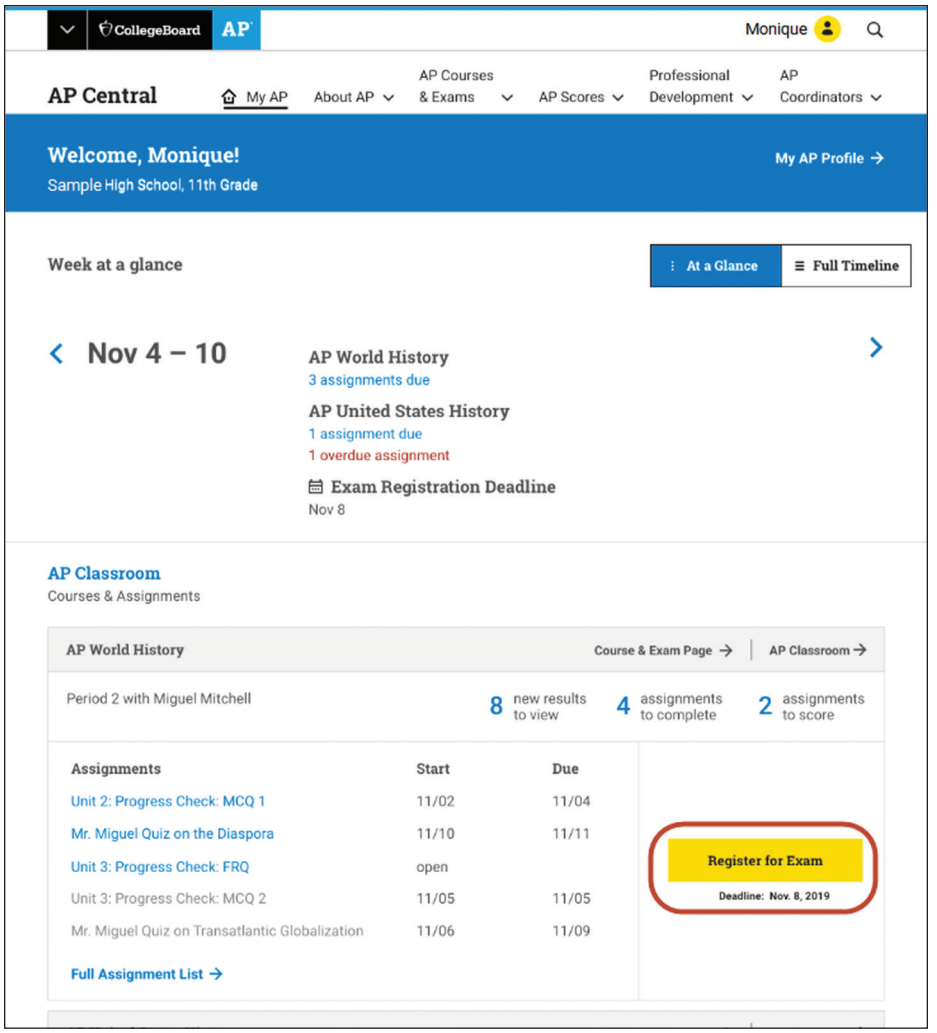

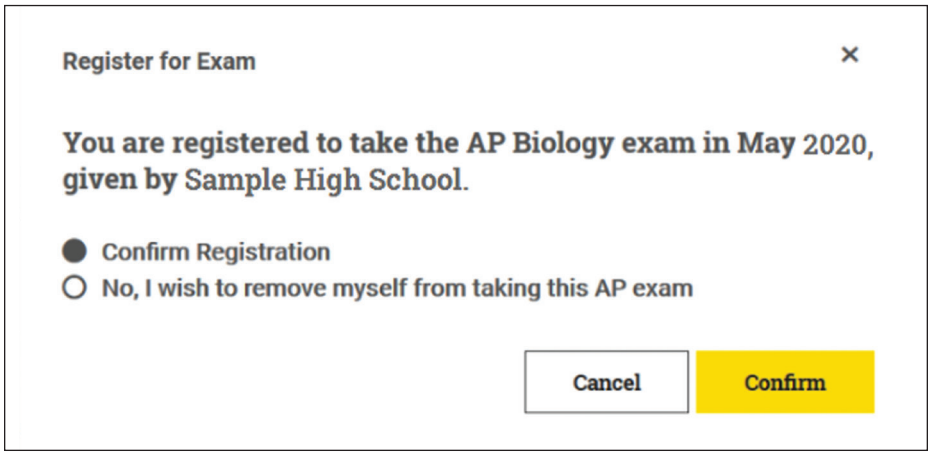

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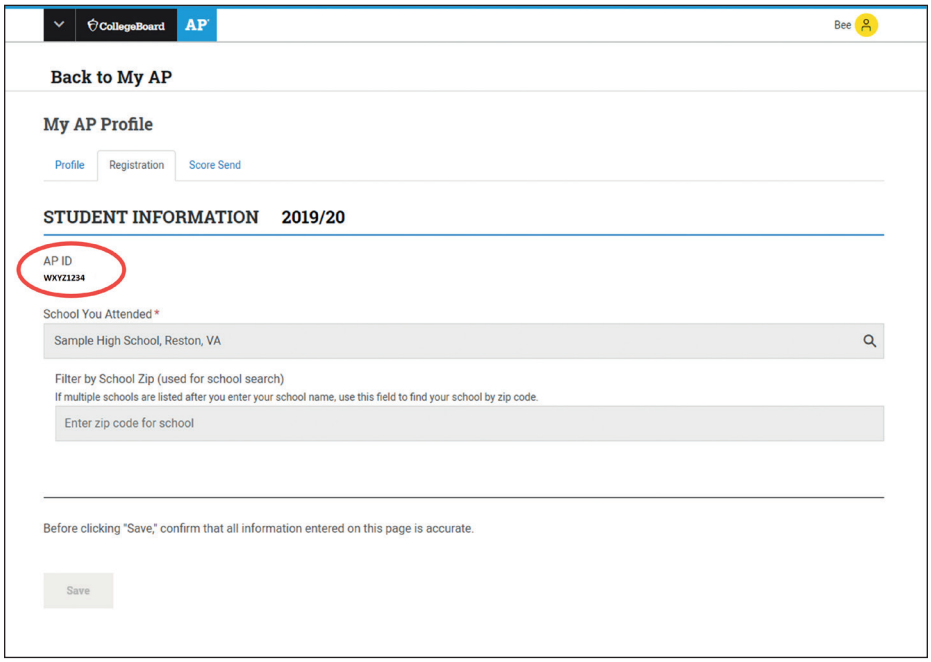
Viewing the AP ID

After completing their registration information, students can locate their AP ID if necessary. From their My AP homepage, students click the link for **My AP Profile** in the top right. Then they click the **Registration** tab.



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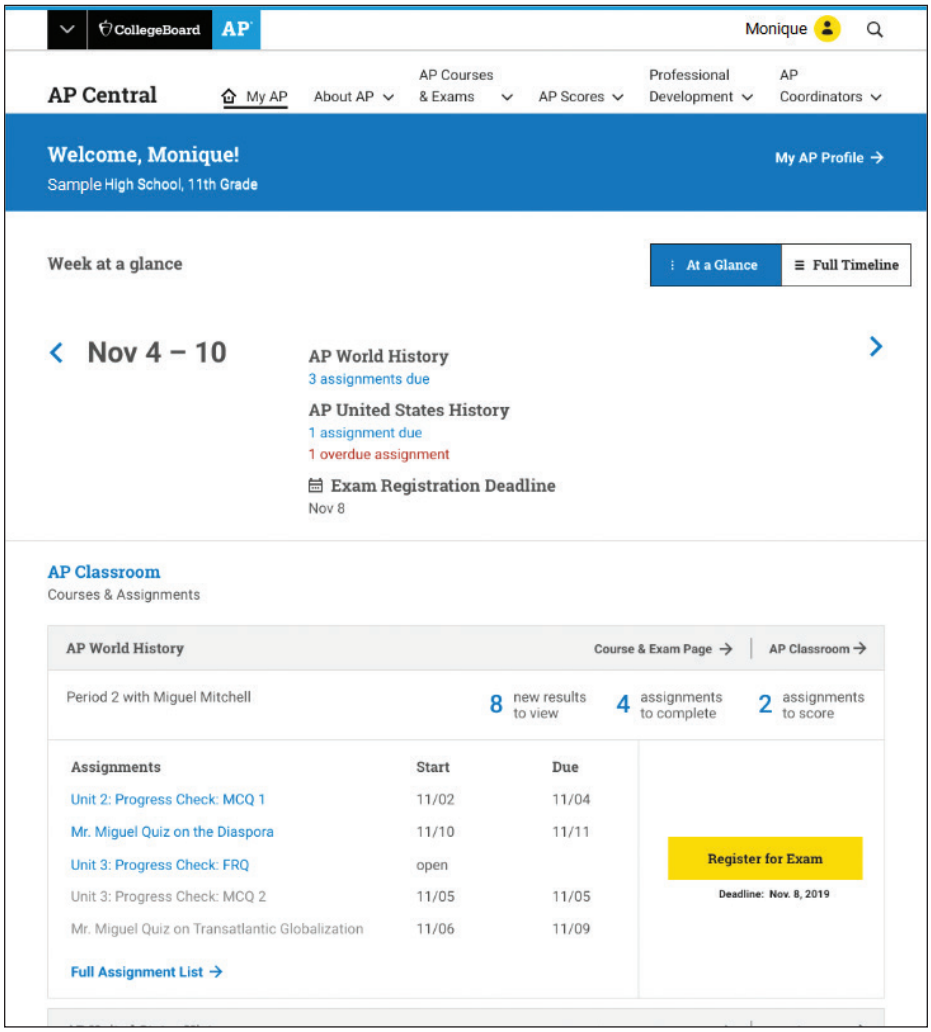
Accessing AP Classroom Assignments

If the AP teacher has assigned materials from AP Classroom, on the student's My AP homepage there will be a list of current assignments shown for each class section the student is enrolled in. Students click the appropriate assignment to access the materials.

Students should talk to their AP teachers if they have questions about accessing or completing their AP Classroom assignments.



If a student enrolled in a teacher's class section cancels an exam, they will still be able to access AP Classroom assignments from that teacher. Students enrolled in exam only sections don't have access to AP Classroom assignments.

NEW All students—including those in exam only sections—can access the new **AP Daily videos**, which are available starting September 1, 2020.

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CollegeBoard AP

AP TEACHERS

Helping Students Join Your AP Class Section

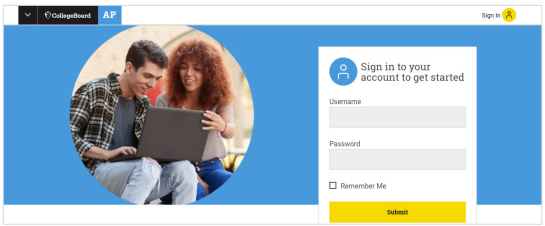
At the start of the 2020-21 school year, your students take five minutes to join your class section online and access AP resources.

Before classes start

Find the six-character join code for each of your class sections.

1 SIGN IN

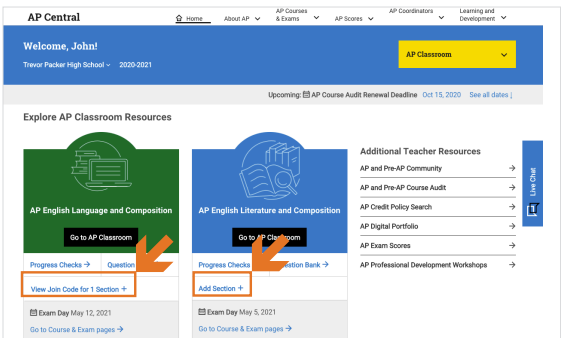
Sign in to **myap.collegeboard.org** using your College Board login. This is the login you use to access AP® course audit, the online teacher community, and score reports.



2 GET JOIN CODE(S)

You'll see a card for each course you teach, with quick access to AP resources for you and your students. If you're teaching a new course this year, submit your course audit form for approval by your course audit administrator first.

Click **View Join Code +** for the join code students will use to join this year's section in your course card(s). Don't distribute last year's join code. If you don't see your section, click **Add Section +**. Check with your AP coordinator about your school's naming convention for sections.



On the first day of class

- ☐ Distribute the "join code" assignment to students.
- Download the assignment, Joining Your AP Class Section, at **collegeboard.org/joinapclass**.
- ☐ Share your join code with your class and encourage students to write it on their assignment or save it. Review the assignment together. Tell students to sign in to **myap.collegeboard.org** and join your class section before the next class.

On the second day of class

- ☐ Sign in to **myap.collegeboard.org**, click **View Join Code +** and then **Go to My Classes**. Check your class roster(s) to see which students still need to join.
- ☐ If any students are not on your class roster, take a few minutes to have them sign in with their College Board login and join your class section.
- ☐ Click Go to AP Classroom to begin using AP Classroom resources with students!

Write your join codes here:

Course_____

Section_____ Code___ ___ ___ ___ ___ ___

Section_____ Code___ ___ ___ ___ ___ ___

Section_____ Code___ ___ ___ ___ ___ ___

Course_____

Section_____ Code___ ___ ___ ___ ___ ___

Section_____ Code___ ___ ___ ___ ___ ___

Section_____ Code___ ___ ___ ___ ___ ___

Return to Table of Contents

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Build and Check Student Understanding All Year

Use **AP Daily** videos as homework, in class, for additional practice, or as review.

Use AP **Topic Questions** and **Personal Progress Checks** to give you and your students real-time feedback to help you address common misunderstandings.

WHEN TEACHING A SPECIFIC TOPIC:

Flexibly incorporate new AP Daily instructional videos into instruction. Assign daily support on topics and skills as homework, in class or as review. To help you plan now, you can count on there being at least one AP Daily video (approx. 8 minutes in length) for each topic listed in each unit within the Course and Exam Description binder. Students can access the first set of these videos on AP Classroom starting on September 1, 2020.

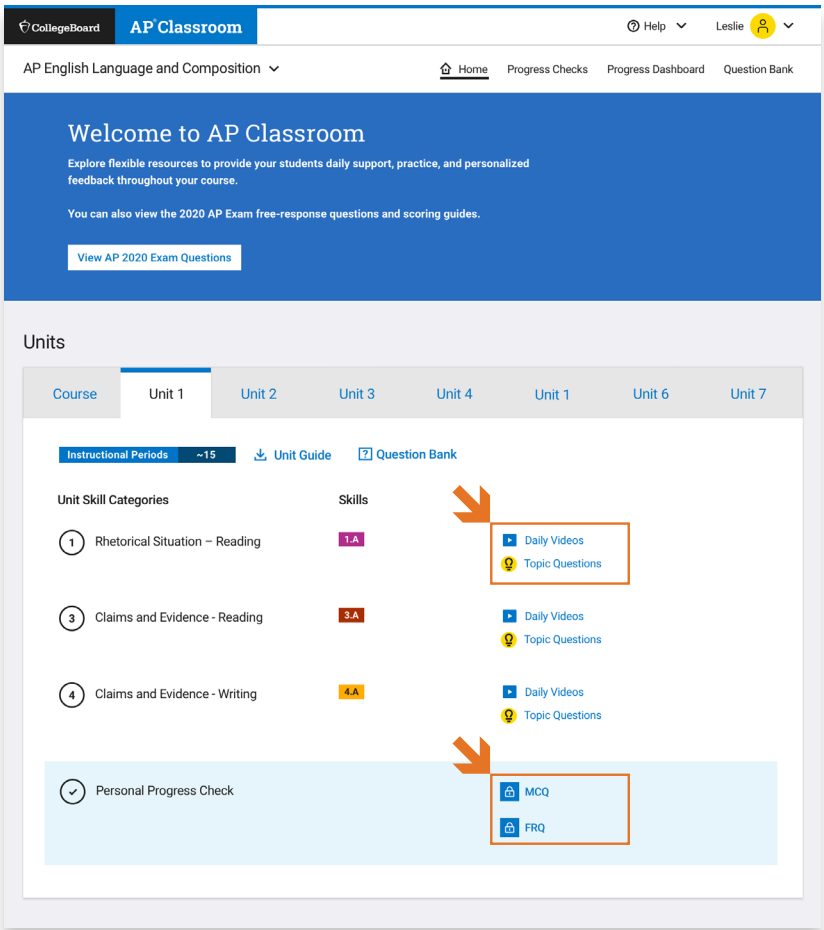
Check student understanding as you teach. Assign Topic Questions (three per topic) as homework or as an in-class assignment using AP Classroom. Students can answer these questions on mobile devices or computers.

Use results to focus instruction. Review explanations of incorrect answers to reveal misunderstandings and target content and skills to emphasize as you teach. Enable student access to results so they can receive personalized feedback.

WHEN YOU COMPLETE A UNIT:

Unlock the Personal Progress Check. Assign multiple-choice and free-response sections to help students see their progress toward mastering course content and skills for each unit.

Use results to prioritize additional practice. Share reports with students so they can understand their personal strengths and improvement areas. You'll be able to use student and class reports to identify common strengths, weaknesses, and related questions, if you'd like to assign additional practice.



Remember: These questions are formative and should not be used to assign letter grades. They're designed to help reveal gaps in knowledge and skills that can be addressed through additional instruction and practice.

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CollegeBoard AP

AP STUDENTS

Joining Your AP Class Section

Use a phone, tablet, or computer to join your AP® courses online, so you can get feedback on your progress and register for AP Exams.

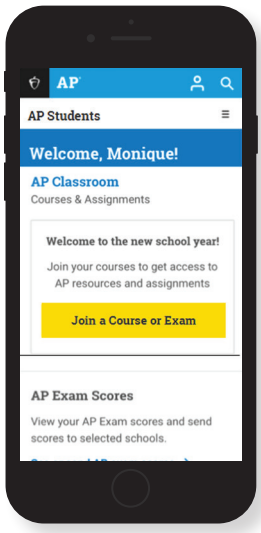
Write your join code(s) here:

Course _____ Course _____ Course _____ Course _____

Code __ __ __ __ __ __ Code __ __ __ __ __ __ Code __ __ __ __ __ __ Code __ __ __ __ __ __

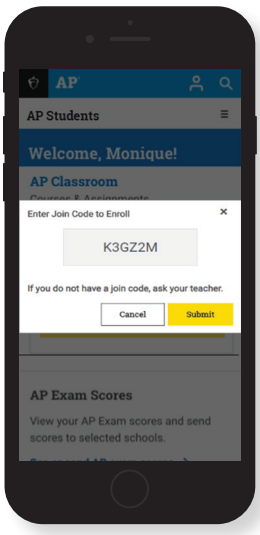
1 SIGN IN

Sign in to **myap.collegeboard.org** using your College Board login. This is the same login you use to access your AP scores, PSAT/NMSQT® scores, or register for the SAT® —or that you used to access My AP last year. If you don't have a student account, click the **Sign up** link.



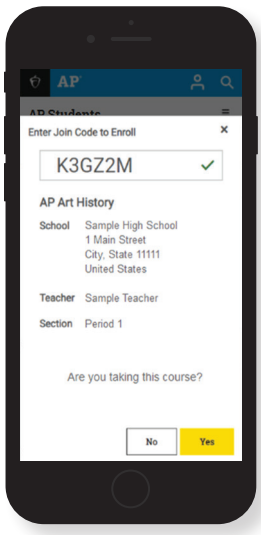
2 JOIN A COURSE

Click the **Join a Course or Exam** button. Before you do this, make sure you have the six-character join code from your teacher. You'll need it to join a class section.



3 SUBMIT YOUR JOIN CODE

Enter the join code your teacher gave you and click **Submit**.



4 VERIFY COURSE INFORMATION

Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.

(continued on other side)

Return to Table of Contents

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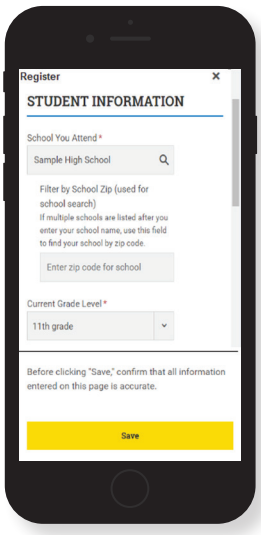
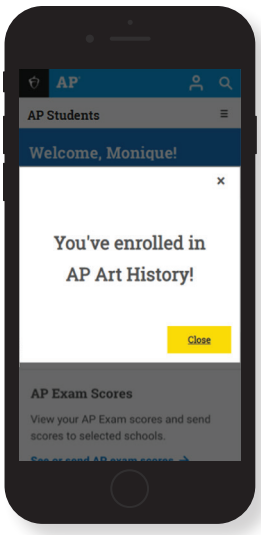


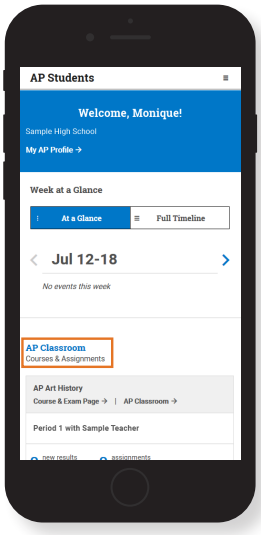
5 FILL OUT REGISTRATION INFORMATION

The first time you enroll in an AP course in My AP, you'll need to fill out some registration information. It's important to provide accurate information. You only have to do this once.



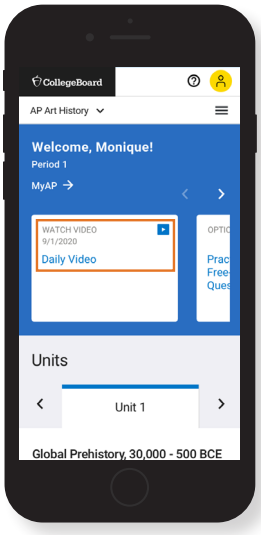
6 CONGRATULATIONS!

You're enrolled in your AP course. If you're taking multiple AP courses, repeat steps 2-4 for each course you're taking this year, using the unique join code for each course.



7 ACCESS AP CLASSROOM RESOURCES

Now that you're enrolled, click the **AP Classroom** link to access resources for your course. You'll see assignments from your teacher here.



8 WATCH AP DAILY VIDEOS

Starting September 1, you'll see AP Daily videos for your course topics. Watch on your own or as assigned by your teacher.

College Board Account Tips

You need a College Board account to join your AP class section, receive AP assignments from your teacher, and register for AP Exams. If you don't already have an account, please sign up at **collegeboard.org/register**. Your parents shouldn't create an account for you. Keep your account information in a safe place only you can access.

DO YOU ALREADY HAVE AN ACCOUNT?

All College Board programs are connected through one account, so if you created one for AP, PSAT/NMSQT, SAT, or College Board Opportunity Scholarships, you're all set. You'll just need your username and password to sign in.

IF YOU HAVE TROUBLE SIGNING IN TO YOUR ACCOUNT

- If you can't remember your username or password, follow the "Forgot username or password?" links at **myap.collegeboard.org** to reset them.
- If a family member set up your account, ask them for the login information. You may want them to sit with you while you sign in.
- If you can't remember the answers to your security questions, see if a family member has them.

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Return to Table of Contents

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2021 AP Late-Testing Schedule

This schedule has space to write the number of exams you give in each subject.
You can download this schedule and distribute it to your proctors and teachers.

	Morning **8 a.m. Local Time**		**Afternoon** **12 p.m. Local Time**	
Tuesday, May 18, 2021	Comparative Government and Politics		Statistics	
	Computer Science Principles			
Wednesday, May 19, 2021	English Language and Composition		Chemistry	
	European History		Computer Science A	
	Microeconomics		Japanese Language and Culture	
	Physics C: Mechanics		Latin	
	Psychology		Music Theory	
	World History: Modern		Physics C: Electricity and Magnetism	
Thursday, May 20, 2021	Biology		Art History	
	Environmental Science		Chinese Language and Culture	
	Physics 1: Algebra-Based		French Language and Culture	
	Seminar		Italian Language and Culture	
	United States History		Physics 2: Algebra-Based	
Friday, May 21, 2021	Calculus AB		German Language and Culture	
	Calculus BC		Macroeconomics	
	English Literature and Composition		Spanish Literature and Culture	
	Human Geography		United States Government and Politics	
	Spanish Language and Culture			

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local 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 p.m. local time.
- AP 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 College Board is not permitted under any circumstances.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2021.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2021.

2021 AP® Exam Schedule

This 2021 exam schedule has space to write the number of exams you give in each subject.
You can downlad this schedule and distribute it to your proctors and teachers.

Week 1	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time		Afternoon 2 p.m Local Time	
Monday, May 3, 2021	United States Government and Politics		Physics C: Mechanics		Physics C: Electricity and Magnetism	
Tuesday, May 4, 2021	Calculus AB		German Language and Culture			
	Calculus BC		Human Geography			
Wednesday, May 5, 2021	English Literature and Composition		Japanese Language and Culture			
			Physics 1: Algebra-Based			
Thursday, May 6, 2021	United States History		Art History			
			Computer Science A			
Friday, May 7, 2021	Chemistry		European History			
	Spanish Literature and Culture		Physics 2: Algebra-Based			
	ART AND DESIGN—AP 2-D Art and Design, 3-D Art and Design, and Drawing: Last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital Art and Design portfolios to coordinators before this date.					

Week 2	Morning 8 a.m. Local Time		Afternoon 12 p.m. Local Time	
Monday, May 10, 2021	French Language and Culture		Macroeconomics	
	World History: Modern			
Tuesday, May 11, 2021	Seminar		Latin	
	Spanish Language and Culture		Psychology	
Wednesday, May 12, 2021	English Language and Composition		Microeconomics	
			Music Theory	
Thursday, May 13, 2021	Comparative Government and Politics		Statistics	
	Computer Science Principles			
Friday, May 14, 2021	Biology		Chinese Language and Culture	
	Italian Language and Culture		Environmental Science	

- Schools must begin the morning exam administration between 8 and 9 a.m. local time and the afternoon exam administration between 12 and 1 p.m. local time. The AP Physics C: Electricity and Magnetism Exam must begin between 2 and 3 p.m. local 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 p.m. local time. The AP Physics C: Electricity and Magnetism Exam in Alaska must begin between 1 and 2 p.m. local time.
- AP 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 College Board is not permitted under any circumstances.
- AP coordinators should order late-testing exams for students who would like to take exams that are scheduled for the same time.
- AP Seminar and AP Research students must submit final performance tasks and their presentations must be scored by their AP Seminar or AP Research teachers by 11:59 p.m. ET on April 30, 2021.
- On their AP Digital Portfolio, students participating in AP Computer Science Principles must submit their Create performance task as final by 11:59 p.m. ET on April 30, 2021.