



# AP Coordinator Webinar



March 26, 2025

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# Your North Dakota Team



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# Housekeeping

**All registrants will have access to a recording of the webinar that will be sent out after today's webinar and placed on North Dakota Department of Public Instruction's website.**

**Please drop your questions into the Q&A during the presentation. We will address these at the end of the webinar as time permits.**

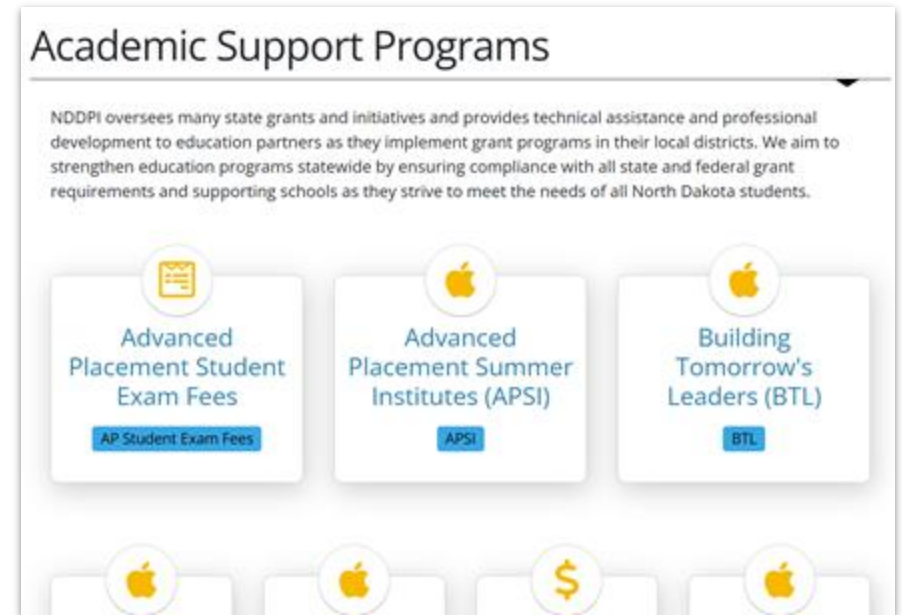
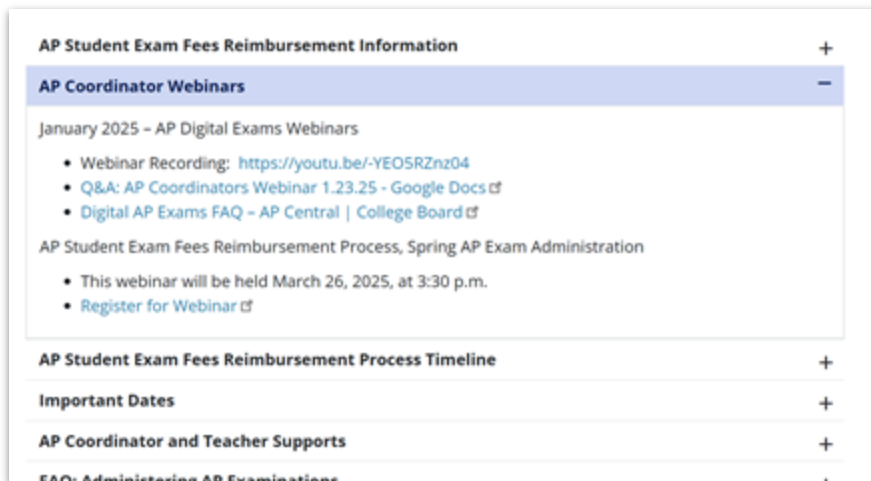
If your question is not answered during our time today, we'll follow-up via email.

# ND DPI Website - Advanced Placement Resources

Webinar recordings and resources are available on NDDPI's website.

North Dakota Department of Public Instruction Website: <https://www.nd.gov/dpi/>

- Education Programs →
- Academic Support Programs →
- [Advanced Placement Student Exam Fees](#)
  - Scroll down: AP Coordinator Webinars
- or [Advanced Placement Summer Institute](#)



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# Session Goals



Share updates for Spring 2025 exams.



Provide process and resources for exam funding through ND DPI.



Plan for 2025-26 AP exams, including Course Audit and AP Summer Institute opportunities.

# 2025 AP Exam Schedule



# 2025 AP Exam Administration

## May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	STANDARD ADMIN					
11	12	13	14	15	16	17
	STANDARD ADMIN					
18	19	20	21	22	23	24
	LATE ADMIN					
25	26	27	28	29	30	31

- 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.
- Late-testing dates are available for students who cannot test during the first two weeks of May.
- Exams taken during late testing will be in the same format as exams taken during standard testing.

# 2025 AP Exam Schedule

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 5, 2025	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Latin</li> </ul>	<ul style="list-style-type: none"> <li>• European History</li> <li>• Microeconomics</li> </ul>
Tuesday, May 6, 2025	<ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Human Geography</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Government and Politics</li> </ul>
Wednesday, May 7, 2025	<ul style="list-style-type: none"> <li>• English Literature and Composition</li> </ul>	<ul style="list-style-type: none"> <li>• Comparative Government and Politics</li> <li>• Computer Science A</li> </ul>
Thursday, May 8, 2025	<ul style="list-style-type: none"> <li>• African American Studies</li> <li>• Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Japanese Language and Culture</li> <li>• World History: Modern</li> </ul>
Friday, May 9, 2025	<ul style="list-style-type: none"> <li>• Italian Language and Culture</li> <li>• U.S. History</li> </ul>	<ul style="list-style-type: none"> <li>• Chinese Language and Culture</li> <li>• Macroeconomics</li> </ul>

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 12, 2025	<ul style="list-style-type: none"> <li>• Calculus AB</li> <li>• Calculus BC</li> </ul>	<ul style="list-style-type: none"> <li>• Music Theory</li> <li>• Seminar</li> </ul>
Tuesday, May 13, 2025	<ul style="list-style-type: none"> <li>• French Language and Culture</li> <li>• Precalculus</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Science</li> <li>• Physics 2: Algebra-Based</li> </ul>
Wednesday, May 14, 2025	<ul style="list-style-type: none"> <li>• English Language and Composition</li> <li>• German Language and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Physics C: Mechanics</li> </ul>
Thursday, May 15, 2025	<ul style="list-style-type: none"> <li>• Art History</li> <li>• Spanish Language and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Science Principles</li> <li>• Physics C: Electricity and Magnetism</li> </ul>
Friday, May 16, 2025	<ul style="list-style-type: none"> <li>• Physics 1: Algebra-Based</li> <li>• Spanish Literature and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Psychology</li> </ul>



# 2025 AP Exams – Late Testing Schedule

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 19, 2025	<ul style="list-style-type: none"> <li>• Comparative Government and Politics</li> <li>• European History</li> <li>• World History: Modern</li> </ul>	<ul style="list-style-type: none"> <li>• English Literature and Composition</li> <li>• Human Geography</li> <li>• Latin</li> </ul>
Tuesday, May 20, 2025	<ul style="list-style-type: none"> <li>• Japanese Language and Culture</li> <li>• United States Government and Politics</li> </ul>	<ul style="list-style-type: none"> <li>• African American Studies</li> <li>• United States History</li> </ul>
Wednesday, May 21, 2025	<ul style="list-style-type: none"> <li>• Computer Science A</li> <li>• Microeconomics</li> <li>• Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• French Language and Culture</li> <li>• Macroeconomics</li> </ul>
Thursday, May 22, 2025	<ul style="list-style-type: none"> <li>• Chinese Language and Culture</li> <li>• English Language and Composition</li> <li>• Music Theory</li> <li>• Physics C: electricity and Magnetism</li> <li>• Precalculus</li> </ul>	<ul style="list-style-type: none"> <li>• Art History</li> <li>• Calculus AB</li> <li>• Calculus BC</li> <li>• Spanish Literature and Culture</li> <li>• Physics C: Mechanics</li> </ul>
Friday, May 23, 2025	<ul style="list-style-type: none"> <li>• Environmental Science</li> <li>• Italian Language and Culture</li> <li>• Physics 1: Algebra-based</li> <li>• Seminar</li> <li>• Spanish Language and Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Science Principles</li> <li>• German Language and Culture</li> <li>• Physics 2: Algebra-based</li> <li>• Psychology</li> </ul>

## Notes about Late Testing:

- Teachers will NOT receive Instructional Planning Reports for the subjects that tested late.
- Students will not receive their free-response booklets. (Orders for free-response booklets placed by the school will not include late testing booklets.)
- Student scores may be delayed until August.
- Students may not have a chance to retest should irregularities in the exam administration occur.

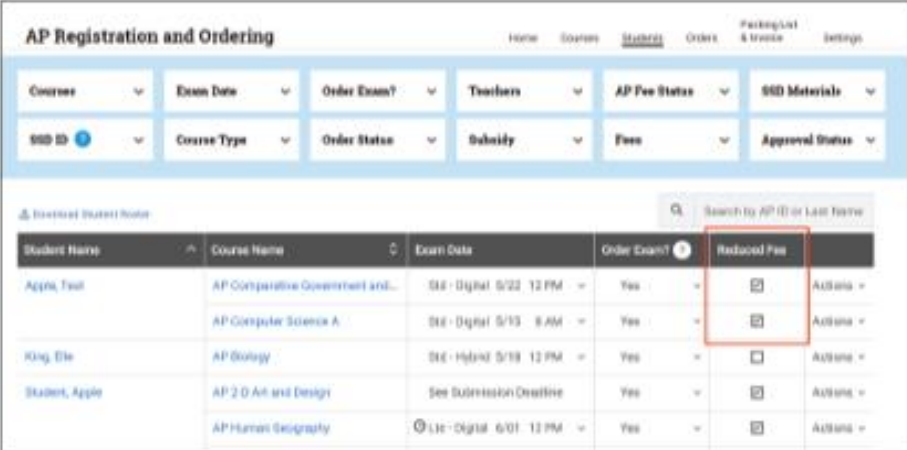
# Fee Reduction Status



# Fee Reduction Status Updates

**Deadline: April 30, 2025**

- For your invoice to accurately reflect any fee reductions, you must indicate the fee reduction status for each eligible student in AP Registration and Ordering.
- Go to the Students page:
  - For each student who is eligible for the College Board fee reduction, check the box for Reduced Fee next to their name in the student roster.
  - For students who aren't eligible for the fee reduction, no action is needed.
- Fee reduction status is indicated only once per student, not for each exam.
- 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 their exams.



AP Registration and Ordering

Home Courses **Students** Orders Packing List & Invoice Settings

Course Exam Date Order Exam? Teachers AP Fee Status SSD Materials  
SSD ID Course Type Order Status School Fee Approval Status

Download Student Roster Search by AP ID or Last Name

Student Name	Course Name	Exam Date	Order Exam?	Reduced Fee	Actions
Apple, Test	AP Comparative Government and Politics	5/22 12 PM	Yes	<input checked="" type="checkbox"/>	Actions
	AP Computer Science A	5/13 8 AM	Yes	<input checked="" type="checkbox"/>	Actions
King, Elie	AP Biology	5/19 12 PM	Yes	<input type="checkbox"/>	Actions
Student, Apple	AP 2-D Art and Design	See Submission Deadline	Yes	<input checked="" type="checkbox"/>	Actions
	AP Human Geography	6/01 12 PM	Yes	<input checked="" type="checkbox"/>	Actions

# Preparing for Testing



# Webinar Series

- **Overview: 2025 Digital AP® Testing**  
(September 2024)\*
- **Technical Overview: 2025 Digital AP Exams**  
(December 2024)\*
- **Planning to Administer Digital AP Exams**  
(February 11/12)\*
- **Administering AP Exams with Accommodations**  
(February 27/28)\*
- **Setting Up Test Day Toolkit for Digital AP Testing**  
(March 24/25 2025)
- **Exam Day and Proctoring a Digital AP Exam**  
(early April 2025)

## Digital AP Exams Webinar Series

Webinars covering a range of topics about digital AP Exams will be available throughout the school year.

### Confirm Your Technology

Learn about device and network requirements and how to install Bluebook for digital AP Exams.

[Watch the Recording of the Technology Webinar](#)

### Overview: 2025 Digital AP Testing

Get insights from an AP coordinator about administering digital AP Exams.

[Watch the Recording of the Overview Webinar](#)



\* Recordings available: [cb.org/ap-digital](https://cb.org/ap-digital)

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# Planning Overview

- **Verify technology with your technology coordinator**
  - Bluebook is already/will be installed on student testing devices
  - Adequate Wi-Fi bandwidth/capacity for the number of students testing in the room
- **Plan and reserve testing rooms**
  - Seating: (1) rows all facing the same direction or (2) or facing outward toward the wall.
  - Separate room(s) for students with time-based accommodations.
- **Develop a plan for power**
- **Plan for staggered breaks and end times**
- **Plan for Test Day Toolkit setup**
  - Block time on your calendar for late March/early April
  - Identify/recruit help for setup tasks
  - Identify/recruit your proctors (including the lead proctor) and their contact information for each room.
- **Schedule proctor training**
- **Consult with your SSD coordinator on testing accommodations.**

# Exam Room Setup and Proctors

## AP Coordinator's Manual, Part 2

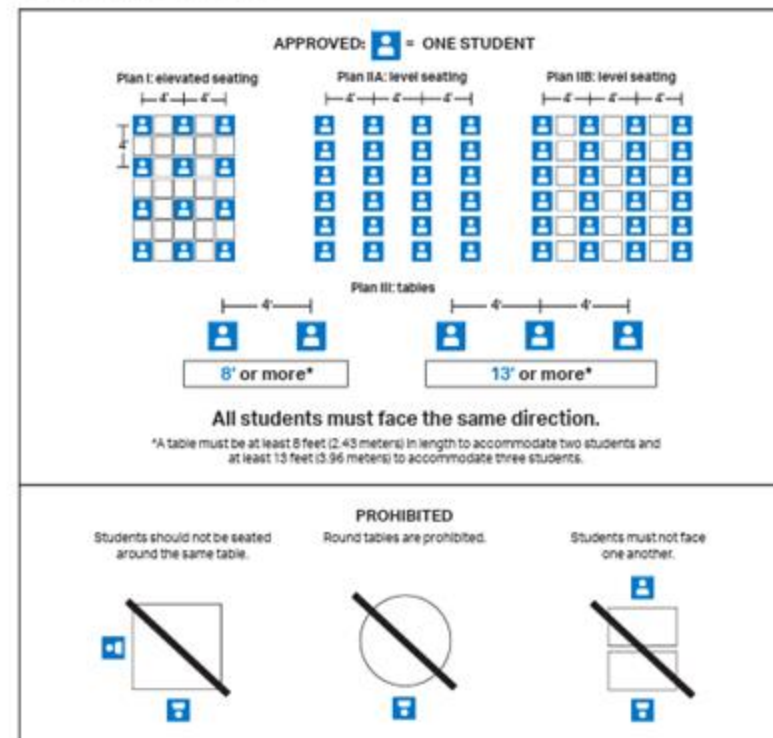
- Seating Policies: Pages 50-52
- Preparing Proctors: Pages 53-59

### PROCTOR/STUDENT RATIO

Number of Students in a Room	Minimum Number of Proctors
1–34	1
35–50	2
51–100	3
101–150	4
151–200	5
201–250	6

If more than 250 students will be testing in 1 room, you need 1 additional proctor for every 50 students over 250.

### SEATING POLICY: SEATING PLANS





# Power and Power Sources

- **Devices must be fully charged and** capable of lasting the duration of the exam (**at least 4 hours**).
- **Charging cords/AC adapter must be available—**compatible with their testing device.
- **Room power must be sufficient—**sufficient outlets or power strips for students who may need to plug in their computer during the exam.
- **Power banks and external batteries are permitted—but** not shared.
- **Students can be moved if running low on power—with** the proctor's permission, move student to where they can plug in.

## Planning for and Selecting Testing Locations

Most of the same considerations are needed for all AP Exams when planning and selecting testing locations. Some additional considerations regarding power access and network bandwidth are needed for digital AP Exams.

### Ensuring Testing Room Compliance

**Power** The success of any exam administration depends greatly on the availability of the testing site. Most AP Exams are given in a school's classrooms, gymnasium, or cafeteria. Follow to comply with any of the following requirements may result in score cancellations.

- Only one exam subject at a time may be administered in each room, except for Calculus AB and Calculus BC. (Note: There are specific steps needed in Test Day Toolkit if testing the two Calculus subjects in the same room; go to [ch. 9 of the AP Toolkit](#) in the spring for updates.)
- Rooms chosen must provide the best possible conditions for exam security and student performance.
- All testing rooms must adhere to the AP Program seating policy (see pages 30–33).
- There should be a large, smooth writing surface for each student, preferably desks or tables.
- Avoid distractions, disruptive events, such as fire drills, should be scheduled for another time. Sessions should be turned off.
- Make sure there's a wall clock clearly visible to students during the exam.
- Remove signs, posters or other tables, posters, or any subject-specific materials from the walls.
- **550** When planning testing rooms, account for students who will be taking exams with accommodations that require them to be in a separate room for testing. See the 2023–24 AP Accommodations Guide for details.

**Additional considerations for selecting testing locations:**

- Testing should be able to be set up properly and quickly.
- Any special equipment needed for administering the exam should be set up and tested in the room before the start of the exam. Do not use the mobile CTS to test equipment.
- Make sure the room has adequate lighting and ventilation.

### Considerations for Digital AP Exams

**Network Bandwidth** Ask school or district technology staff to check your choice of testing center and the number of expected test takers in each. Assigning too many students to a single wireless access point (WAP) can delay testing and prevent answer submissions. Technology staff can learn more at [tsdbook.org/networking](#).

### Power Sources in the Exam Room

Students' devices must be fully charged and capable of lasting the duration of the exam for at least 4 hours. On exam day, students should bring to the school should provided a charging cord(s) adapter that is compatible with their testing device. Testing centers should have outlets or power strips for students who may need to plug in their computer during the exam.

- Consider the position of power outlets and power strips when planning seating configurations. Minimize any tripping hazards.
- Work with staff at your school or testing location to ensure the testing room will be able to handle multiple devices being plugged in, if necessary.
- Determine how students will plug in devices without disrupting other exam takers.
- Power banks and external laptop batteries are permitted. Students will need to leave any external power source on their desk for inspection prior to the start of the exam. Students may not share external power sources.
- If a student runs low on power and needs to move to an area in the exam room where they can plug in, they can do so, with the proctor's permission. There's no need to complete an incident report, unless this causes a disturbance with other students. However, the proctor should document the move in the seating chart.
- Students testing with extended time will need to have their device plugged in due to the longer exam length.

### Optional Help Room for Digital Exams

You may choose to also set up 1 designated help room where students can go for technical support from the technology monitor. If you have a help room:

- It should be located close to the testing rooms.
- Ensure there are adequate desks or tables and outlets.

See the [Exam Day Procedures](#) section of this manual for details about how to use the help room on exam day.

### Off-Site Testing

**550** Schools can use the option of off-site testing to distribute students among multiple locations.

- For example, you may administer AP Biology Exams in half of test takers in one location and AP Biology Exams to the other half of test takers in another off-site location.
- An entire exam must be administered in a single location – you can't administer Section I in one location and Section II in another off-site location.

See pages 48 in the *AP Coordinator's Manual: Part 2*



# Planning for Breaks and End of the Exam

## ● Standard Timed Room

- Students in the room may start the exam (enter the start code) and begin Section II (click a button to start) at slightly different times.
- As a result, the break will begin and the exam will end at slightly different times (a few seconds up to a few minutes or more) for students in the room.

## ● Timing Accommodated Room

- Students approved for extended time can end Section I and Section II 'early' once standard time has elapsed
- Some students in the room may end significantly earlier than other students.

- **Make a plan** and discuss with your proctors how to manage this in the testing room – it may depend on your school policy.

Exam Day Procedures

### Monitoring Breaks

**Use** Except for AP Seminar which only has one section, AP Exams have two sections with a 10-minute break between sections. The break must be monitored.

Before exam day, determine:

- whether students will be allowed to leave the room during the break
- if there are limits to how many students can be in a hallway, restroom, or any other area during the break, and if so, determine how this will be handled during testing.

Ensure that the testing room is always supervised and that restrooms and halls are monitored.

Students may move about, talk, go to the restroom, or get a drink of water or a snack.

During the break, students cannot:

- Consult textbooks, notes, teachers, or other students regarding the exam during the break.
- Access or attempt to access any electronic or communication device.
- Make phone calls, read or send email or text messages, or access the internet.
- Leave the designated area without permission.
- Discuss exam content with anyone at any time.
- Go to their subject classrooms during the break. For instance, students taking AP U.S. History cannot go to their U.S. History classrooms during the break.

Failure to adhere to these policies will result in cancellation of scores.

Give proctors and other staff helping to monitor rooms these instructions:

- Keep students from disturbing other exam takers when they go on break; warn any disruptive students.
- Don't let students remove exam booklets, AP ID label sheets, their testing device, calculators, scratch paper, or anything else from the room.
- After the break, make sure students return to their assigned seats.
- For AP Computer Science Principles: During the break between Sections I and II, students must leave their Personalized Project Reference on their desk.
- For hybrid digital exams: Students must leave their free response booklet, calculator(s), and scratch paper on their desk.

Note: If logistical constraints in your building require that a limited number of students may access the restrooms or hallways at the same time, you may elect to double the time of the scheduled break(s) including accommodated break(s) to ensure that students can access the restrooms or hallway in an orderly manner. As per standard AP policy, the break must be monitored. Additionally:

- The decision to lengthen the break is optional; doesn't need to be applied to every testing room uniformly, and isn't required to accommodate AP Exams.

**Additional Information for Digital Exams:**

- If your school chooses to provide a longer break, communicate that to proctors and students in advance of testing.
- You're not required to use all the additional time and you don't need to report to the AP Program that a longer break was provided unless any kind of exam administration incident arises related to the break.

**Additional Information for Digital Exams:**

- If student start times were slightly staggered, their break times will be too, meaning students may be starting their breaks at slightly different times.
- Students must not talk in the exam room or disturb students who are still testing.
- Students must not exit Bluebook or close their laptop.
- If a student is in Section I and their Bluebook timer is red, their break will start within 5 minutes.
- Proctors should prompt students to start Section II after their break if students don't do so on their own.
- Note: In Section I of the AP African American Studies, AP European History, AP U.S. History, and AP World History: Modern Exams, and in Sections I and II for Calculus and Precalculus exams, there is a 5-minute transition between Part A and Part B. This is not a break. Students should sit quietly until Part B starts.
- Student Experience: For AP Exams except AP Seminar which only has one section, Bluebook ends Section I and displays break instructions when time is up. Students can't start or end scheduled breaks early. They can use any extra time to review their answers. When their break time ends, students click a button to start the next section, so proctor action or instruction is required.

### Unscheduled Breaks – Including Using Restrooms During Testing

If students need to use the restrooms during testing:

- A single student may go alone to the restrooms at any time.
- 2 or more students may go to the restrooms if a proctor accompanies them.
- These leave the exam room unsupervised.
- Be sure students don't take materials from the room.
- For paper exams: Students should leave their exam booklets closed on their desks with their answer sheets inside.
- Exam timing continues while a student takes an unscheduled break.
- For all digital AP Exams: The timer continues running during an unscheduled break.
- For paper exams: Proctors should not provide any extra time.

**Important for all digital AP Exams:**

- Remember that the timer continues running during an unscheduled break (the exception is a student with an approved accommodation of breaks as needed).

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2024-25 AP Coordinator's Manual, Part 2 77

See pages 77 and 78 in the **AP Coordinator's Manual: Part 2**

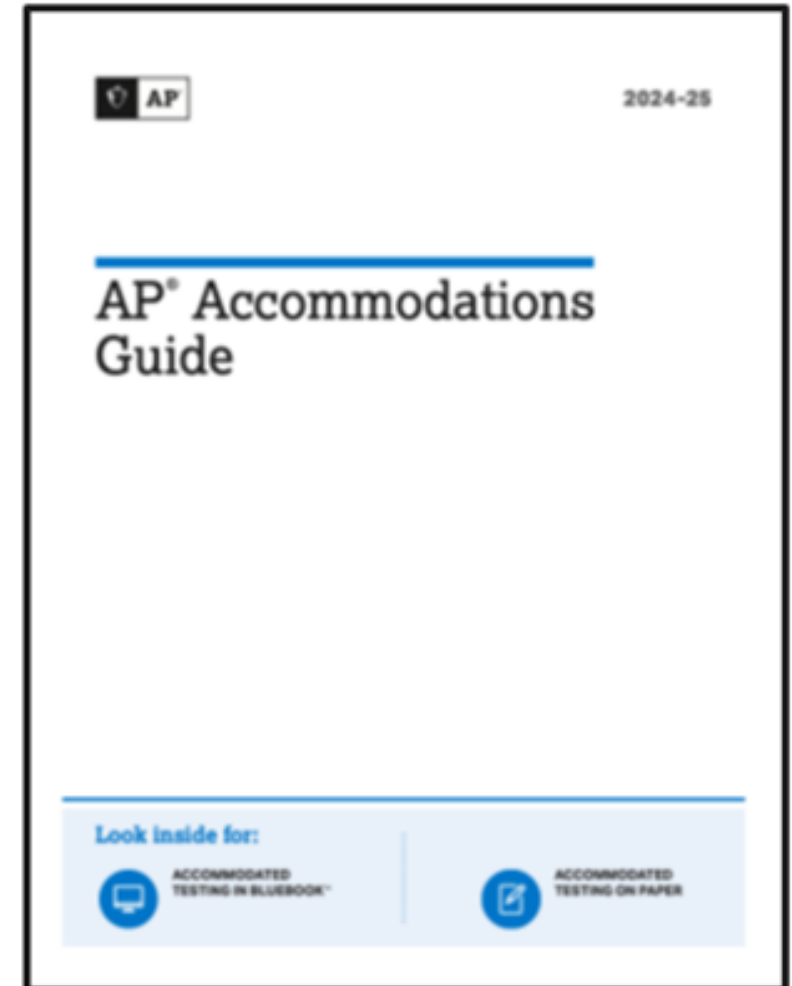
# AP Accommodations Guide

A new “one-stop shop” online publication for SSD information.

- Includes all AP Exam testing modes
- Page 7: Accommodations Checklist
- Page 12: Confirming and Waiving Accommodations
- Page 28: Accommodations for Hybrid Digital Exams
- Page 33: Testing Rooms for Students Taking Exams with Accommodations
- Page 38: Administering Exams with Extended Time
- Appendix A Page 65: Extended Time Tables

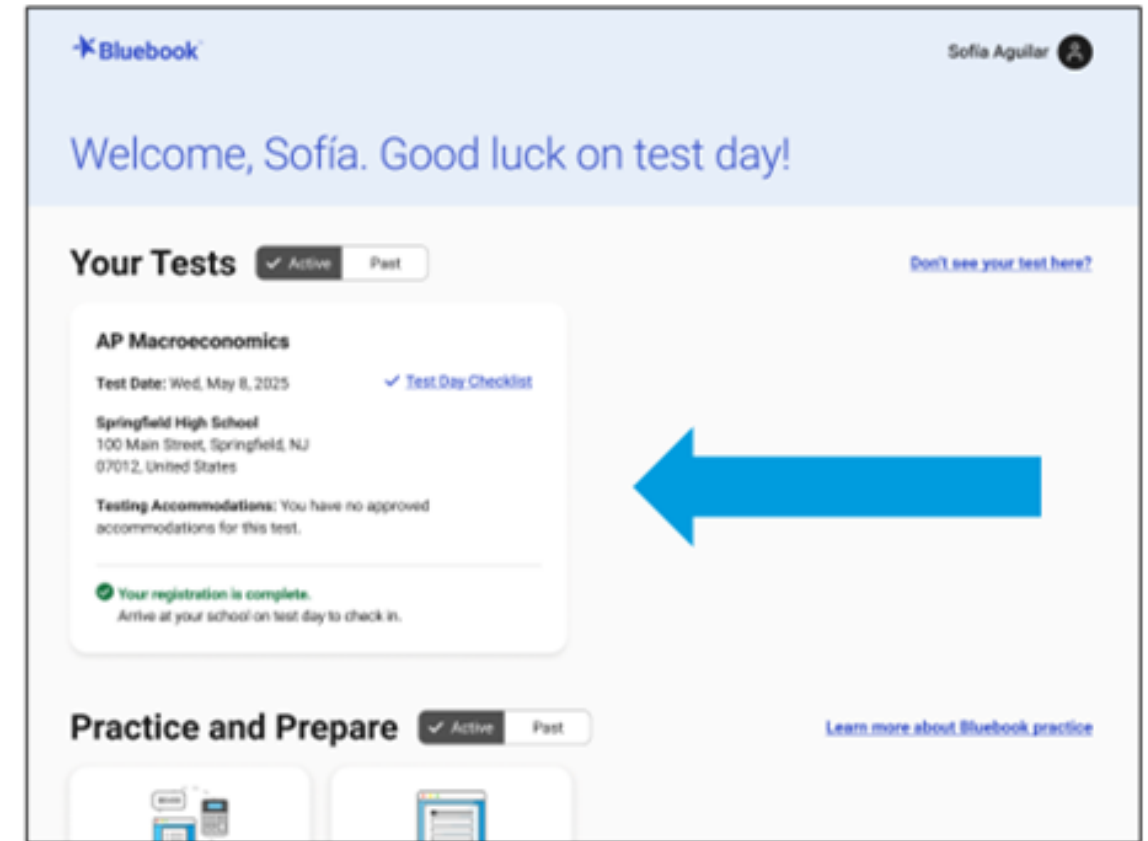


[cb.org/apaccommodationsguide](https://cb.org/apaccommodationsguide)



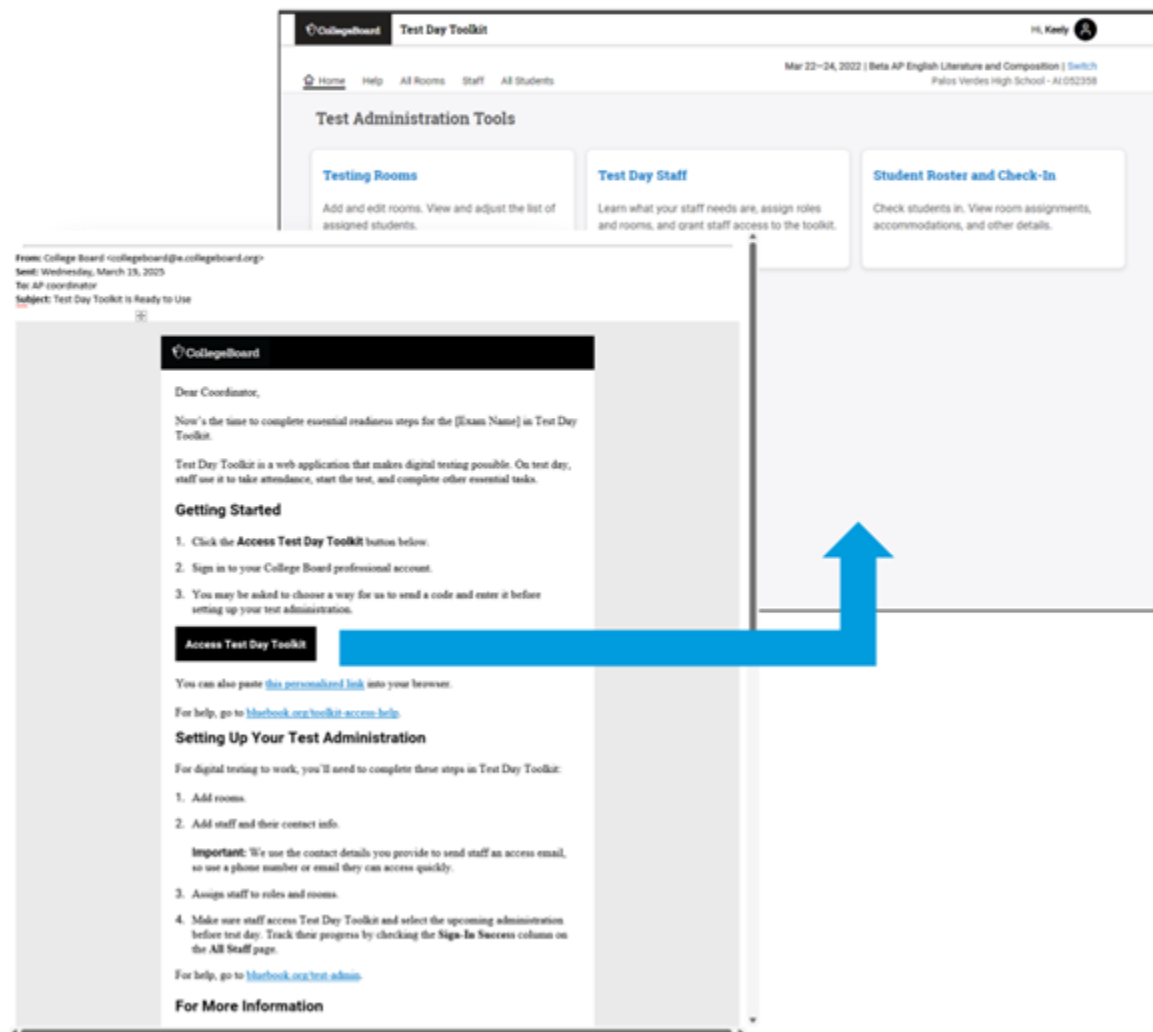
# AP Test Cards Now in Bluebook

- When students login to Bluebook, they will not see 'Test Cards' for the AP exams they will be taking.
- Test cards for all digital AP subjects should be visible.
- The cards show the AP Exam, the test date, the school, and any accommodations.
- No action is required by the student.
- If a card is missing or if the accommodations listed are not what the student was expecting, the student should contact their AP coordinator.



# Test Day Toolkit Access for AP Testing

- On **March 19<sup>th</sup>**, AP coordinators at schools with a digital AP Exam order were sent emails notifying them that Test Day Toolkit is 'open' for AP testing.
  - Sent by: **'College Board'**
  - Subject line: **'Test Day Toolkit Is Ready to Use'**
- A separate email will be sent for each AP subject they will be administering digitally (fully digital, hybrid digital, standard and late testing)
- To begin Toolkit set-up ...
  - Click the link in one of the emails and follow the steps or
  - Go to [testday.collegeboard.org](https://testday.collegeboard.org) and log in with your College Board professional account.



# TDTK: Get started getting setup!

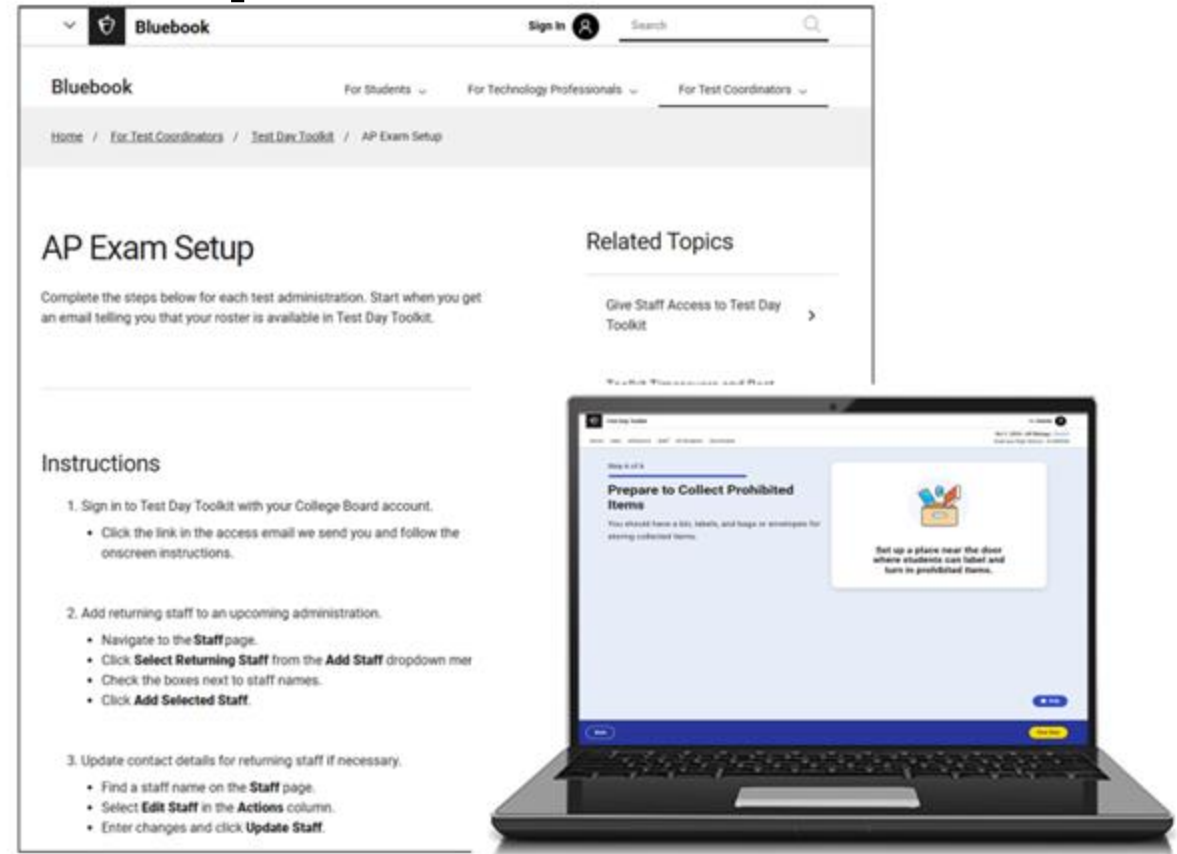
**IMPORTANT:** Test Day Toolkit setup could be time consuming! Don't wait to gain access and start setup. Start as soon as you get access.

## Readiness for Test Day Toolkit Setup

- If you are administering many digital AP Exams, you may need help with setup.
- A new feature in TDTK allows the AP coordinator to add additional staff in the coordinator role.
- **Recommendation:** Capture the contact information for your backup coordinator(s) now.

## Proctors/Testing Staff

- For each exam you will be administering, identify the rooms and calculate the number of proctors.
- **Recommendation:** Capture proctor and testing staff contact information now.



[bluebook.org/toolkit](https://bluebook.org/toolkit)



# Coming in April

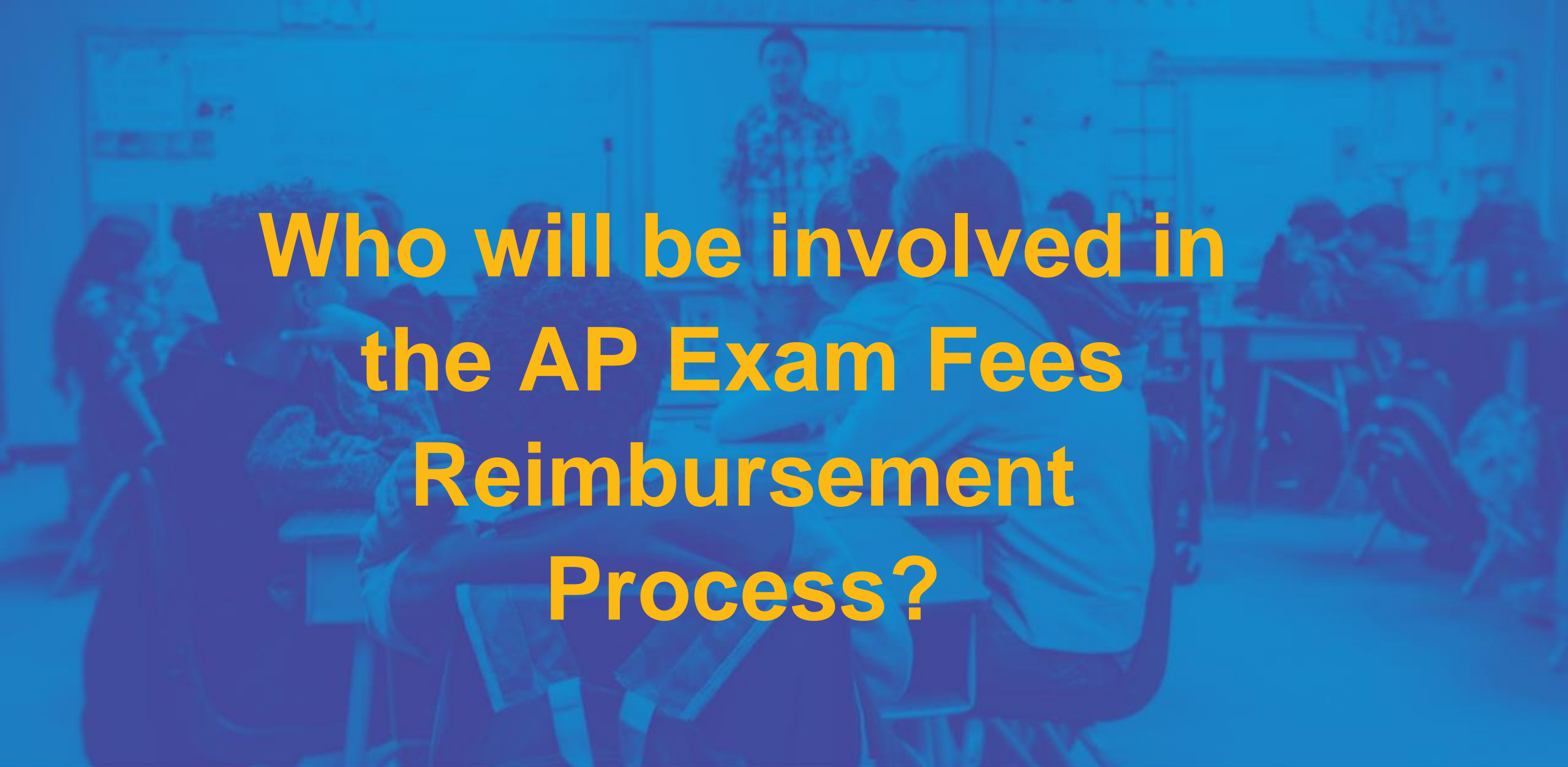
In early April, Coordinators will receive resources to train testing staff for the digital AP Exam administration, including:

- **Proctor Exam Day Guide:** Details the digital AP testing experience and the steps proctors will take before, during, and after the digital exams (fully digital and hybrid digital).
- **Troubleshooting Guide:** Includes tips that technology monitors should follow for troubleshooting technical issues that might occur on exam day.
- **Proctor Overview Videos:** Highlights the proctor experience for all exam modes (fully digital, hybrid digital, and paper).



# Student Exam Fees Reimbursement Process



A photograph of a classroom with students at desks and a teacher at the front, overlaid with a solid blue color.

# Who will be involved in the AP Exam Fees Reimbursement Process?



# People Involved in the Process

- School Level AP Coordinator
- District Business Manager or Business Office Designee

A photograph of a classroom scene with a blue overlay. A teacher is standing at the front, and students are seated at desks. The text is overlaid in the center.

# Who is Responsible for Each Step in the Reimbursement Process?

# Step 1: Completion of the AP Exam Fees Reimbursement Submission form (SFN61062)

- **The AP Coordinator will complete the AP Exam Fees Reimbursement Submission Form (SFN61062).**
  - The total amount of the College Board AP Exam Invoice is entered in the red box on SFN61062.
  - Information from AP Ordering and Exam and district documentation regarding the number of exams taken is used to complete SFN61062.
- **The AP Coordinator will sign and date the completed form.**

## Step 2: The Submission Form is Delivered to the District Business Office

- The AP Coordinator will deliver the form to the Business Manager or Business Office Designee.
- The Business Manager or Designee will review and sign the form.

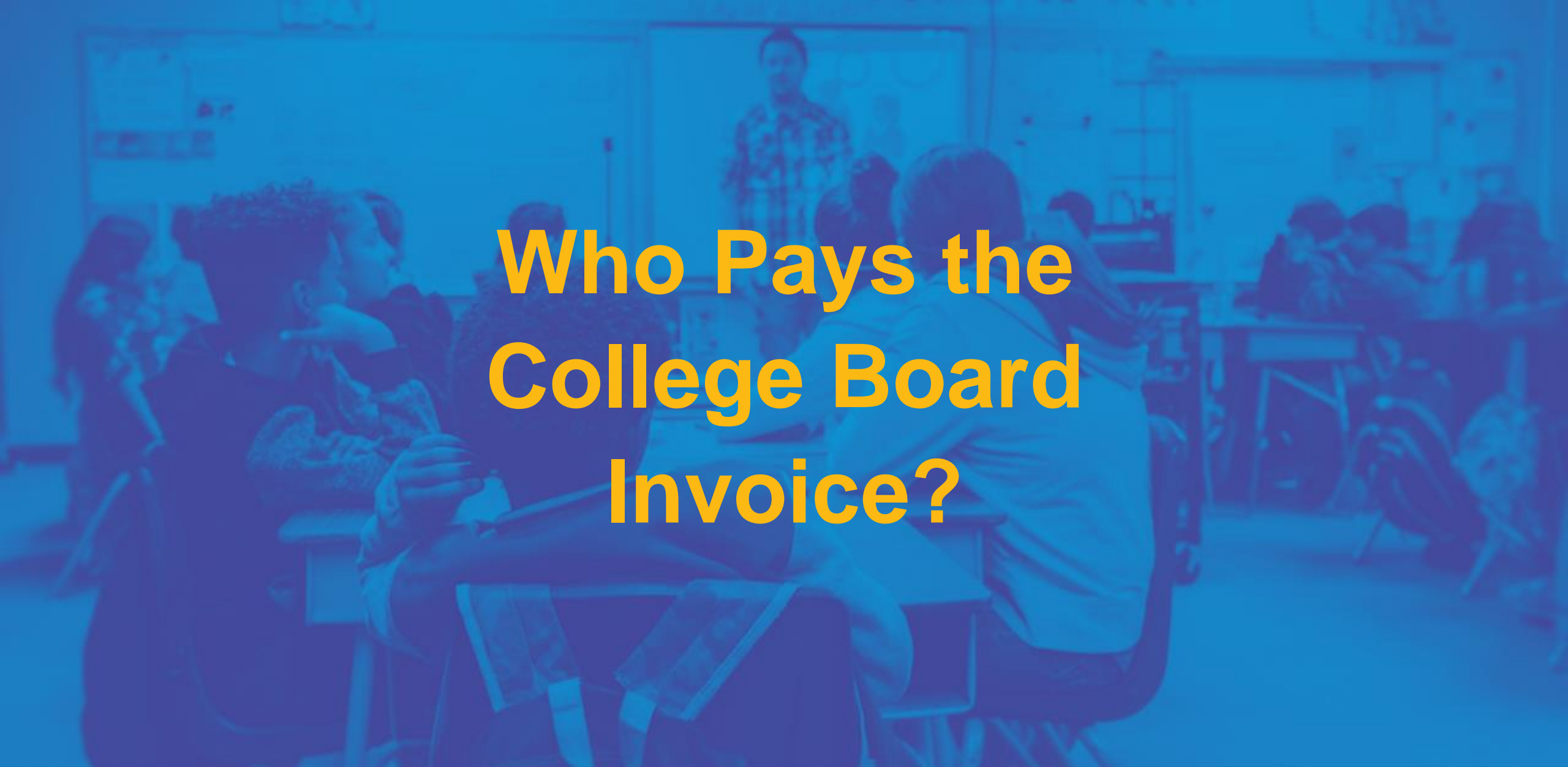
# Step 3: Completion of the WebGrants Component of the Process

- The Business Manager or Designee will complete the 'Status Report' within WebGrants.
- The Business Manager or Designee will attach the signed and completed AP Student Exam Fee Reimbursement Form (SFN61062) and the College Board Invoice for the AP Exams in the 'Supporting Documents' section of the Status Report.
- Once the forms are uploaded and the two green checkmarks appear, they are submitted to WebGrants. The 'Status Report' must be completed by June 20, 2025.

## Step 4: DPI Processes Status Report

- Upon submission, NDDPI will review the submitted 'Status Report.'
- NDDPI will use the information attached to the 'Status Report' to process the reimbursement.
- NDDPI will pay the reimbursement directly to the district for the qualifying AP Exam fees.
  - A list of supported courses may be found on the Advanced Placement Student Exam Fees webpage.



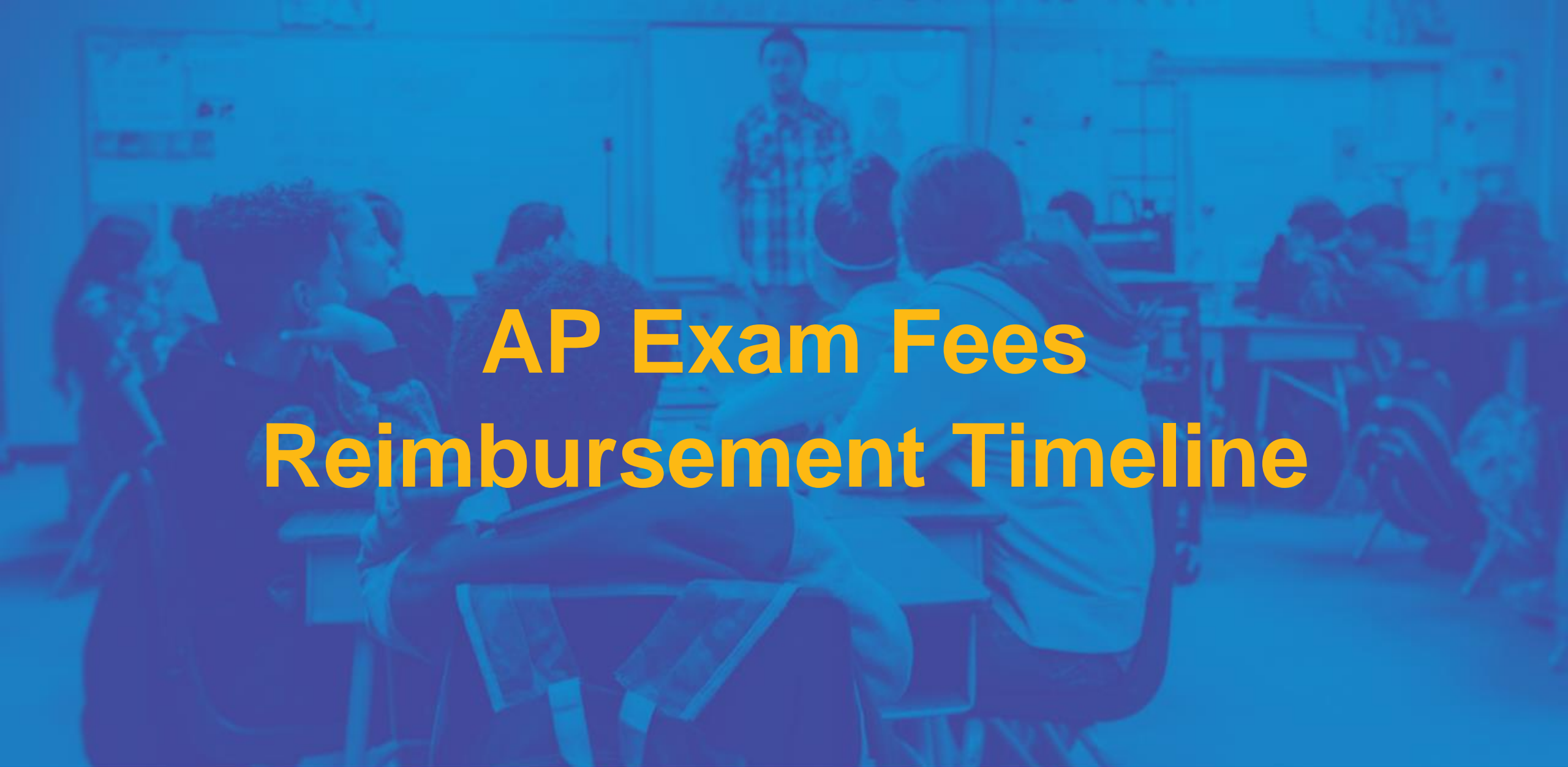


# Who Pays the College Board Invoice?

# Payment of the College Board Invoice

- The District will pay the College Board the entire amount listed on the invoice for AP Exams.
- This payment is due to the College Board by **June 15, 2025**.



A photograph of a classroom scene, overlaid with a solid blue color. In the background, a male teacher stands near a whiteboard, facing a group of students. The students are seated at their desks, some looking towards the teacher. The overall atmosphere is that of a typical classroom setting.

# AP Exam Fees Reimbursement Timeline

# AP Exam Fee Reimbursement Timeline 2025

## Third Week of May

- College Board AP Exam Invoice is received by the district.

## End of May

- AP Coordinator submits the completed and signed AP Exam Fees Reimbursement Submission Form to the Business Office for the Business Manager's signature and completion process.

# AP Exam Fees Reimbursement Timeline

**June 15, 2025**

- Deadline for districts to pay the College Board AP Exam invoice. Districts pay the total amount to College Board.

**June 2025**

- Once the College Board invoice is paid, the Business Manager or Designee completes the Status Report on WebGrants. The College Board invoice and completed AP Student Exam Fees Submission form must be uploaded.

# AP Exam Fee Reimbursement Timeline

**June 20, 2025**

- Deadline to submit AP Exam Fees Reimbursement information through WebGrants.

**June-July  
2025**

- NDDPI processes reimbursements and sends directly to the districts.

A blue-tinted photograph of a classroom. In the foreground, several students are seated at desks, looking towards the front of the room. In the background, a teacher is standing near a whiteboard, addressing the class. The overall scene is a typical classroom environment.

# Resources

# Resources Available to Assist with the Process

## Advanced Placement Student Exam Fees

<https://www.nd.gov/dpi/education-programs/academic-support-programs/advanced-placement-student-exam-fees>

- AP Student Exam Fees Reimbursement Guidance 2024-2025
- AP Student Exam Fees Reimbursement Submission (SFN61062)
- AP Student Exam Fees Reimbursement Process Guide 2024-2025
- Important Dates
- Supported Courses

# Returning Exam Materials





# Returning Exam Materials

## [AP Coordinator's Manual, Part 2 - Page 97-105](#)

**Important:** Schools should return exams as soon as possible after testing for a given exam administration (e.g., regularly scheduled or late testing) is completed so that students' exams can be processed and scored on time. Late return shipments can result in delays in student scores.

Return materials the next day after the last exam is given.

**June 1** is the final deadline for exam materials to be received by AP Services. Schools are billed twice the fee for each exam in shipments returned after this date.

Create packing lists through **AP Registration and Ordering**.

Returning Exam Materials

**Packing Diagram: Multiple Cartons**  
Pack items in the sequence shown in the carton illustrations. Booklet spines must face the center of the carton. Cartons should be packed by item type, not exam subject. For instance, keep all multiple-choice booklets together for all subjects. When using multiple cartons, begin with a new carton for items 5-9.

**NOTE:** This illustration may show items that don't apply to your school. If you're returning a large number of exams, you might fill some cartons with only one or two types of exam material—this is OK.

**Items:**

- 1 Unused Exam Packets and/or Unused Hybrid Digital Exam Free-Response Booklets
- 2 Used Multiple-Choice Booklets
- 3 Used Orange Booklets
- 4 Used & Unused Master Audio CDs

**First, pack all items 1-4**  
These should be in separate cartons from items 5-9. **Important:** Begin packing with item 1 (unused exam packets and unused hybrid digital free-response booklets) at the bottom of the carton, then item 2, etc.

**Then, pack all items 5-9**  
Begin with a new carton. Place items on both sides to fill the carton evenly. **Important:** Begin packing with item 5 (used free-response booklets, including used free-response booklets for hybrid digital exams) at the bottom of the carton, then item 6, etc.

**Items:**

- 5 Used Free-Response Booklets (including used free-response booklets for hybrid digital exams)
- 6 Answer Sheet Return Envelope(s) (enclose only USED answer sheets)
- 7 SSD Return Envelope (use only for materials listed on p. 100)
- 8 Incident Report (IR) Return Envelope (if applicable)
- 9 Packing List (copy)

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# Returning Exam Materials

[AP Coordinator's Manual, Part 2 - Page 97-105](#)

## What to Return and What Not to Return to the AP Program

It's important to return only the items listed in the left column to ensure prompt and accurate processing of your school's exams.

Return	DO NOT Return
✓ Unused and Used exam packets	X <i>AP Coordinator's Manual</i>
✓ <b>NEW</b> All—used and unused—free-response booklets for hybrid digital exams	X <i>AP Exam Instructions Book</i>
✓ All used exam booklets (multiple-choice and free-response booklets)	X Nonstandard Administration Reports (NAR)—Keep these on file at your school for 6 months.
✓ Used Section II orange booklets	X AP ID label sheets and the checklist sent with label sheets*
✓ All—used and unused—master CDs	X Unused answer sheets**
✓ Used answer sheets—must be placed in answer sheet return envelope(s)	X Unused return envelopes
✓ SSD return envelope	X Scratch paper†
✓ IR return envelope only if the Administration Incidents table indicates the return of exam materials	X Exam booklet seals
✓ Packing List	X AP Computer Science Principles Personalized Project Reference sheets—Keep these on file at your school for 6 months.

\* AP ID label sheets should be destroyed after your school is done administering all AP Exams in 2025 (across all administrations).

\*\*Keep all unused answer sheets until the end of September 2025. The AP Program may contact schools until then if a school mistakenly fails to return a used answer sheet because it was accidentally stored with unused answer sheets. Unused answer sheets must not be used for the following year's AP Exam administration.

† **All scratch paper:** Keep all scratch paper in secure storage for 30 days in case of any test security investigations. After 30 days, securely destroy the scratch paper.

# Planning for 2025-26



# AP Summer Institutes



## AP Summer Institutes

### Why attend an AP Summer Institute?

- Explore the course and exam
- Develop teaching skills and strategies
- Make the most of AP Classroom

AP Summer Institute is required for first-time teachers of AP Seminar and AP Research.

Earn Continuing Education Units for attending.

Check out APSI offerings on our [AP Professional Learning Event Calendar](#).



## NDDPI Funding

Reimbursement up to \$2,500 of expenses to attend an APSI.

### Reimbursement can include:

- Registration
- Lodging (can do night before and the last night)
- Travel
- Uber
- Limited Meals

### Reimbursement does not include:

- Car Rental
- Lodging for additional nights

NDDPI Website: [APSI](#)

# AP Course Audit

The AP Course Audit window for 2025-26 opened March 1!

- Teachers of the AP course start the audit process by completing the initial course submission.
- School Course Audit Administrators approve initial submissions and renew previously authorized courses.
- Teachers adopt AP unit guides or submit a course syllabus.
- Program Review by external college faculty members.
  - If authorized, course is added to the AP Course Ledger and teacher is granted access to AP Classroom and Online Score Reports.
  - If not authorized, teachers can revise and resubmit the syllabus. If not authorized after a second submission, the teacher can speak directly with one of the college faculty members who reviewed their syllabus for assistance.

## Course Audit Requirements

New Teachers: Action required – Teachers must complete and submit the Course Audit form in AP Course Audit.

Existing AP Teachers teaching a course for the first time: Action Required – Teachers must complete and submit the Course Audit form in AP Course Audit.

Returning Teachers: No action required by teacher.

**July 1, 2025**

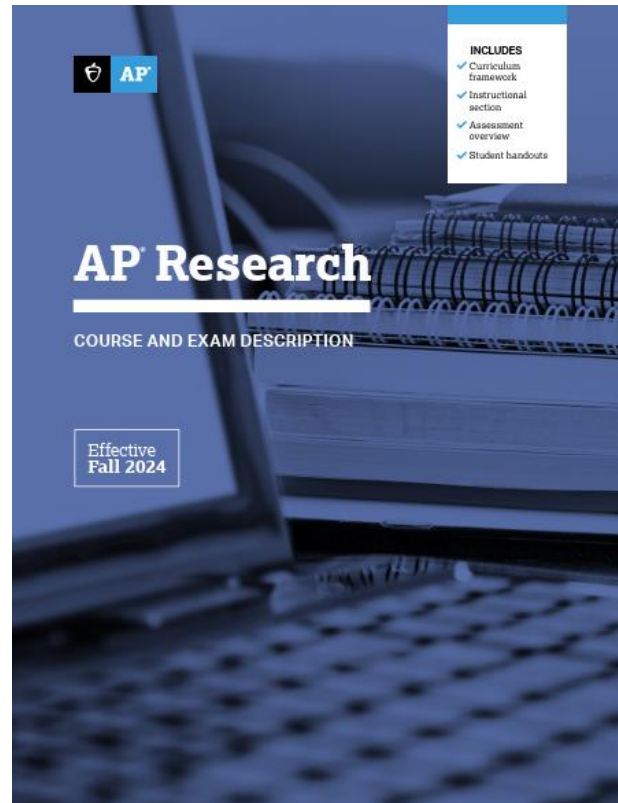
AP Classroom systems open

# AP Capstone Courses Training



# AP Capstone

There are many benefits to offering these courses for your students!



ND English 10 Standards  
and AP Seminar Crosswalk



# AP Seminar Transforms English 10 Classrooms



**86%** Students who earn a qualifying score of 3 or higher in the 2023-24 school year.



## Higher First-Year GPAs

AP Seminar students were shown to outperform non-AP students in first-year college GPA.



## Greater Second-Year

**Retention** AP Seminar students have higher likelihood of persisting to the second year of college than their non-AP peers.



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# Remind Teachers to Complete their Training

## AP Seminar and AP Research

### Required AP Seminar Training Modules and Deadlines

- **Required:** Team Multimedia Presentation (TMP) (suggested deadline: February 28, 2025)
- **Required:** Individual Multimedia Presentation and Oral Defense (IMP) (suggested deadline: March 28, 2025)

### Required AP Research Training Module

- **Required:** Presentation and Oral Defense (POD) (suggested deadline: March 28, 2025)

The final deadline for submission of student work is **April 30, 2025, at 11:59 p.m. ET.**

Teachers are strongly encouraged to complete required training modules by the suggested deadlines to ensure they can score all student presentations by the **May 10, 2025, 11:59 p.m. ET,** deadline.

# Resources for AP Coordinators



# AP Coordinator Training Opportunities

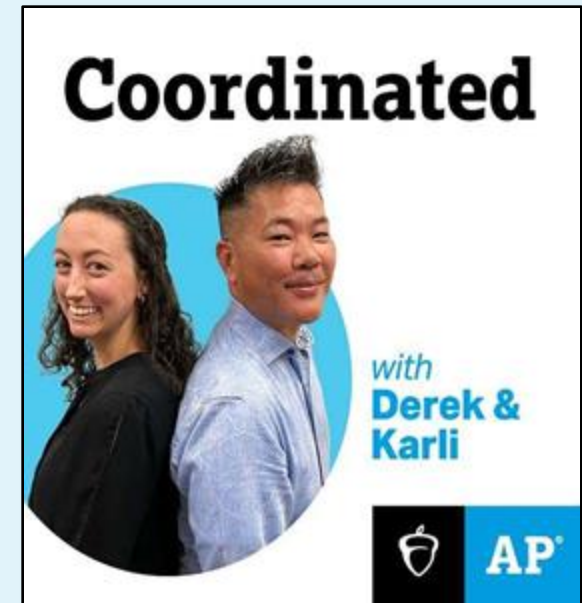


[Chat with a Coordinator](#)

Fridays, February 7-April 11 and April 25



Join the [AP Coordinator Community](#)



[Coordinated podcast](#)

# AP Contact Information (2024-25)

<b>AP Services for Educators</b> 877-274-6474 (U.S. and Canada) 212-632-1781 Contact Form: <a href="https://cb.org/apeducatorcontact">cb.org/apeducatorcontact</a>  <a href="#">Live Chat</a>	<b>AP Services for Students</b> 888-225-5427 (U.S. and Canada) 212-632-1780 Contact Form: <a href="https://cb.org/apstudentcontact">cb.org/apstudentcontact</a>  <a href="#">Live Chat</a>	<b>AP Course Audit</b> 877-274-3570 (U.S. and Canada) 212-632-1781 <a href="https://apcentral.collegeboard.org/courses/ap-course-audit/contact-us">apcentral.collegeboard.org/courses/ap-course-audit/contact-us</a>
<b>College Board Services for Students with Disabilities</b> 844-255-7728 (U.S. and Canada) 212-713-8333 <a href="mailto:ssd@info.collegeboard.org">ssd@info.collegeboard.org</a>	<b>Office of Testing Integrity</b> 833-435-7684 (U.S., U.S. territories, and Canada) 609-406-5430 <a href="https://collegeboard.org/reportcheating">collegeboard.org/reportcheating</a> <a href="mailto:tsreturns@ets.org">tsreturns@ets.org</a>	<b>AP Coordinator Experience</b> <a href="https://collegeboard.org/apcoordinatorexperience">collegeboard.org/apcoordinatorexperience</a>  <b>AP Coordinators</b> <a href="https://collegeboard.org/apcoordinator">collegeboard.org/apcoordinator</a>  <b>AP Coordinator Resource Library</b> <a href="https://cb.org/apresourcelibrary">cb.org/apresourcelibrary</a>



# Questions?

# Thank You!

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