



AP Coordinators Workshop

Fall 2020

AGENDA

1. Resources
2. Important Updates
3. AP Coordinator
4. AP Calendars
5. Ordering
6. Exams for Students with Disabilities
7. Transfers
8. Exam Materials
9. More Resources
10. AP Exam Schedules

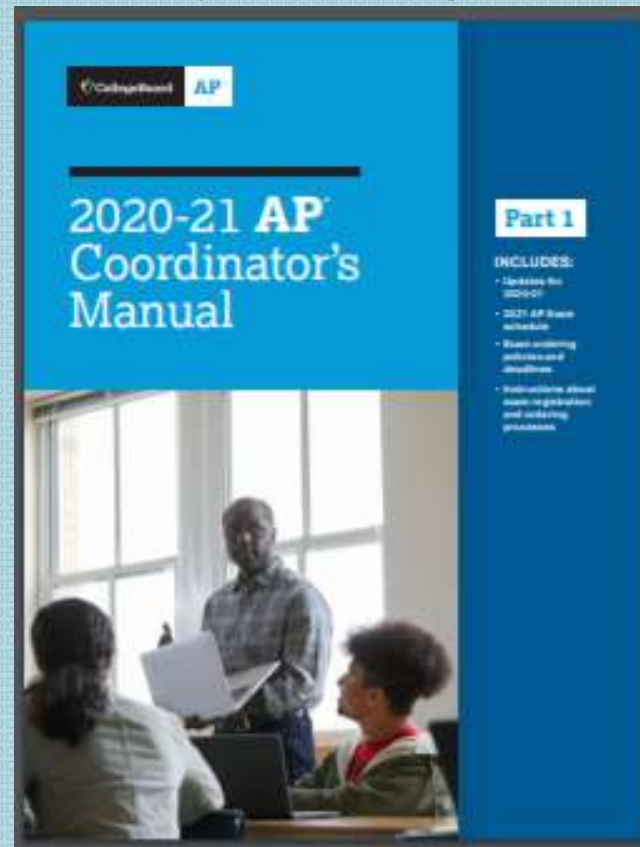


ABOUT THIS WORKSHOP

This PowerPoint does **NOT** replace your obligation to read the appropriate material

Manual

This year the AP Coordinator's Manual, Part 1 will be available only as a downloadable PDF. Due to COVID-19, reduced amounts of printed copies will be sent to school.



**Part 2
January
2021**

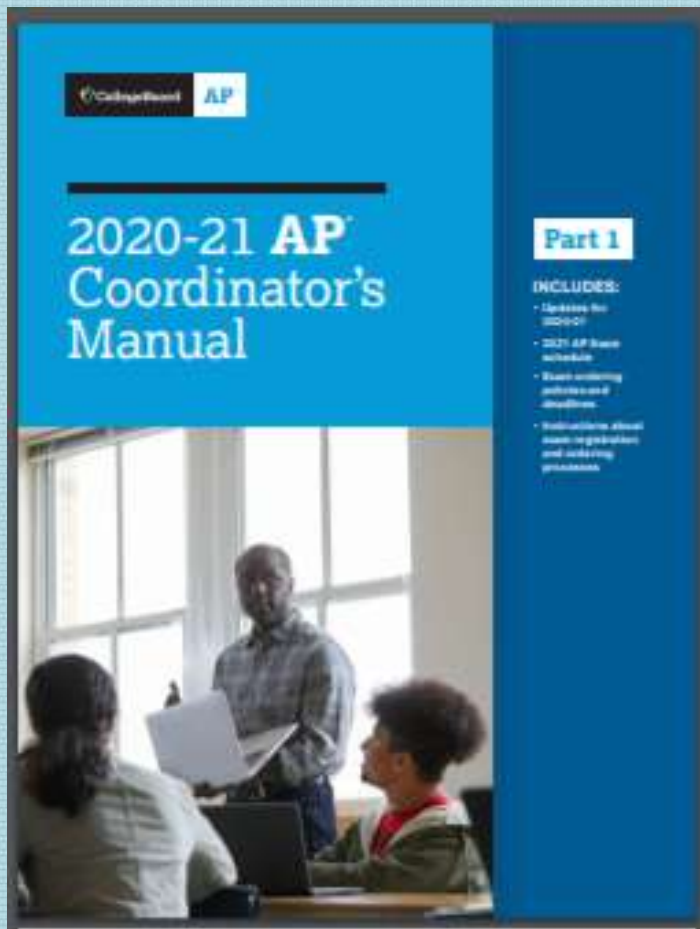


Assessment • Research • Evaluation

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RESOURCES

Manual



RESOURCES

■ Access and Initial Setup in AP Registration and Ordering

To register your school to offer AP Exams in May 2021, you must complete the information in the Setup section of [AP Registration and Ordering](#), and then electronically sign and submit the AP Participation Form that's generated.

■ 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

CollegeBoard AP

AP COORDINATORS

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.

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 202-932-1781.)
Coordinator	signs in to myap.collegeboard.org using their College Board username and password, and enters the access code.
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 Course Audit administrator.

2. Class Section Setup

Coordinator	enters any outstanding class sections for all AP classes at their school (and non-AP sections, if applicable).
Coordinator	reminds teachers that class sections and join codes are available.

3. Enrollment and Use of AP Classroom Resources

Teachers	sign in to myap.collegeboard.org using their College Board username and password, and get a unique join code for each class they teach.
Teachers	share the join code with the students in their class along with instructions for signing in and joining the class section: myapclassroom.com/join/apclass .
Students	sign in to myap.collegeboard.org and enroll in their AP class 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 resource with their students.

4. Order Finalization

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

- Before classes begin
- By the first day of class
- First day of class
- Before the second day of class
- Second day of class
- By November 13, 11:59 p.m. ET (October 2 preferred)

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RESOURCES



- AP 2020-2021 Implementation Guides can be found [here](#).
- AP Teacher webinars and other online sessions can be found [here](#).
- AP Classroom and AP Daily information can be found [here](#). Make sure to scroll to the bottom for links for AP Classroom Help.
- AP course pages can be found [here](#).
- AP Coordinator Resource Library can be found [here](#).
- Learning opportunities for AP coordinators can be found [here](#).
- AP scores information can be found [here](#). Specifically, report descriptions can be found [here](#).

IMPORTANT UPDATES

In-House

2020-2021 School Year

**BISD Middle School Campuses
will no longer administer AP
Spanish tests.**



IMPORTANT UPDATES

Ordering Deadlines

AP vs BISD

Page 8

2 weeks before

- 1
 - AP - Preferred ordering deadline October 2nd
 - BISD - Preferred ordering deadline September 18th
- 2
 - AP – Final ordering deadline November 13th.
 - 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
 - 11:59 pm Eastern Time
 - BISD – Final ordering deadline October 30th
- 3
 - AP – Spring course orders and fall order changes deadline March 12th
 - 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
 - 11:59 pm Eastern Time
 - BISD – Final Ordering deadline February 26th

IMPORTANT UPDATES



Fees

Page 8

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 ⁹ \$40 per exam. See pages 23–25 for details about these fees.

IMPORTANT UPDATES

Fees

Page 8

UNUSED/CANCELED EXAMS FEES

– Won't be applied this year 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.



IMPORTANT UPDATES

AP Course Audits

Page 10

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.

Who is your campus AP Course Audit Administrator?

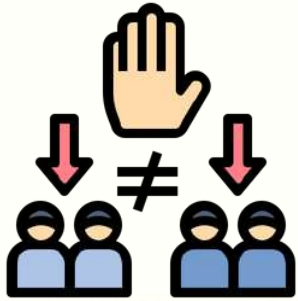
AP COORDINATOR

The Role

Page 11

- **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 2019-20 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.)
- **Schools no longer** need to send notification on school letterhead if there's a coordinator change





AP COORDINATOR

Conflict of Interest

Page 11

To avoid any **issues** and comply with the College Board's requirements, please make sure that the AP Coordinator is **not**:

- the AP coordinator in the year they are an **AP teacher**
- 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.
- **employed** part time or full time at a **test preparation company**
- participating 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.

AP CALENDARS Planning Calendar



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	

AP CALENDAR

Planning Calendar

Pages 14-18

2020-21 AP Coordinator Planning Calendar

This detailed calendar includes tasks to help you prepare; dates are highlighted in blue.

July–September 20

- On July 1, AP teacher
- Aug. 1: Principals and AP coordinator needs 2020-21.
- AP coordinators come and create class seats for details.)
- Ensure that new AP 1 and (2) have completed their school's AP Course these steps first so all AP Classroom. (See
- By the second day of provided by their AP
- Carefully read the 20, new processes, dead
- Visit collegeboard.org sessions.
- Review 2020-21 process.
- Schedule an AP information about exam nights, counselor sees school's AP program provide about your AP
- If your school collects the fees will be collected to College Board fees
- Determine when information for College Board fee indicate students who is to indicate student AP Exam order. (See
- Confirm your school's students from other s
- Print or make copies administrators. Confirm school calendar.

2020-21 AP Coordinator Planning Calendar

- Meet with the SI with approved to know which sit special exam fo
- Check the school the AP Exam and have students to during the regular which students ;
- Join the AP Coordinator exchange ideas.

October 2020

- Oct. 2: Preferences
- Oct. 15: Course by this date. (Add the release of its
- It's recommended offer AP Exams school year as p students. This y order after Nov
- You'll need to c homeschooled s

November 2020

- Nov. 13, 11:59 p full-year and fee submitted after some exception
- The AP Art and Coordinators an
- AP Course Ledger
- 2020 AP large-or AP coordinator, test centers outside their own exams AP coordinator's varies proportion
 - \$250 for act
 - \$500 for act
 - \$1,000 for s
 - \$1,500 for s
 - \$3,000 for s

2020-21 AP Coordinator Planning Calendar

December 20:

- AP Potential™ and AP coordi K-12 score req
- Check with yr their Teacher Design digital
- Determine if c administration
- Check in with have changed

January 2021

- Jan. 15: Last documentation
- Jan. 31: Last teachers and Audit form ap
- Read the 2021 changes and i
- Reserve testing and to ensure with local soc in Part 2 of th
- Schedule a pr

February 2021

- Review and r preparation at
- Check in with have changed

March 2021

- March 12, 11: Make any cha deadline. See place an exam
- Before March Order Exam? (See page 87)
- Use the Exam to determine t
- Order proctor paper clips, e

2020-21 AP Coordinator Planning Calendar

- 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 testing devices. Visit information about approved devices.
- AP Course Audit website begins accepting the 2021-22 school year.

April 2021

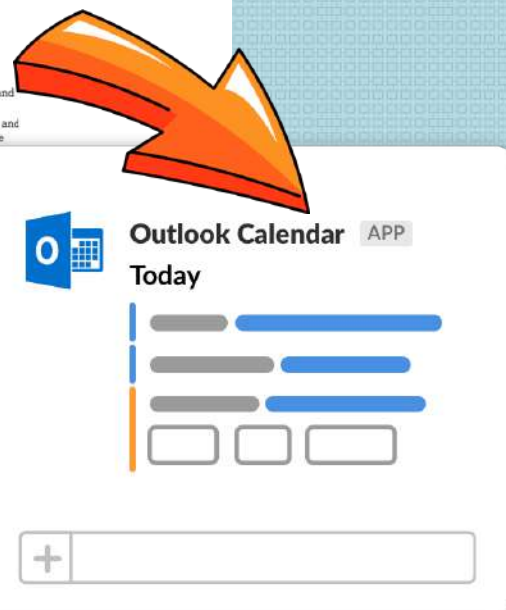
- April 30, 11:59 p.m. ET: Deadline to AP Registration and Ordering. (See page 87)
- April 30, 11:59 p.m. ET, for AP CSP: Principals Create performance task to Portfolio.
- April 30, 11:59 p.m. ET, for AP Capstone (1) All AP Seminar and AP Research students as final in the AP Digital Portfolio; and performance tasks to have been scored
- Receive shipments of exam materials and see sent in a separate shipment from year accuracy. Contact AP Services for Education
- Hold a proctor training session.
- Send a strong message to students that devices aren't allowed in the testing room apstudents.collegeboard.org/exam-p
- Remind AP Art and Design teachers to well in advance of the May 7, 6 p.m. ET
- If administering AP French, German, AP Exams or the AP Music Theory Exam, portal (create a new account if necessary)
- Arrange for the setup of desks, tables, and policies in Part 2 of the 2020-21 AP Coordinator's Manual
- Review the details of the exam scheduling
- Review the details of exams administered SSD coordinator.
- Review all details before the exam administration begins.
- Remind students that they'll need to indicate the recipient for their free access 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.

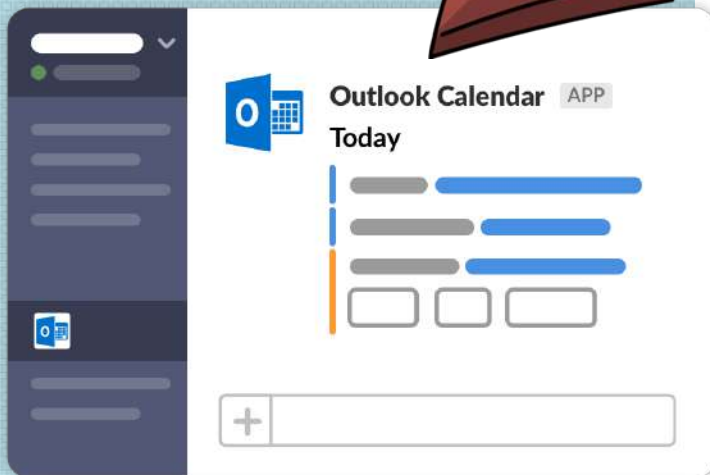


AP CALENDAR

SSD Coordinator Planning Calendar

STUDENTS WITH DISABILITIES

DEADLINE TO SUBMIT
ACCOMMODATIONS REQUEST
AND COMPLETE
DOCUMENTATION THROUGH
SSD ONLINE BY
JANUARY 15th



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.

ORDERING

The Deadlines

Page 21

IMPORTANT REMINDER #1: 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.

IMPORTANT REMINDER #2: BISD deadlines are **two weeks before** the College Board's deadline. Reason being – ample time for the PR/PO process.

2021 AP EXAM ORDERING DEADLINES

October 2, 2020 Preferred ordering deadline	BISD - Preferred ordering deadline September 18th
November 13, 2020, (11:59 p.m. ET) Final ordering deadline	BISD – Final ordering deadline October 30th
March 12, 2021 (11:59 p.m. ET) Spring course orders and fall order changes deadline	BISD – Final Ordering deadline February 26th

ORDERING

The Process

Page 22

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®.

- **You can't order extras**
- **You can't give an exam ordered for one student to another student who wasn't part of the exam order**

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.

ORDERING

Exam Fees

Page 22

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

Deadline to indicate students' fee reduction is April 30th 11:59 pm Eastern Time

ORDERING

Exam Fees

Page 22

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.

Late order fee	\$40 per exam (in addition to base exam fee)
Additional fee applied to each exam ordered between November 14, 2020, and March 12, 2021, 11:59 p.m. ET.	(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

ORDERING

Exams for Students with Disabilities

Page 32

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.

ORDERING

Submitting Requests for Accommodations

Page 32

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.

- 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**.

DEADLINE TO SUBMIT REQUEST
JANUARY 15, 2021

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TRANSFER STUDENTS

Transfer to your school

Page 36

Transfer policies apply **only to students who transfer to or out of your school.**

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.

TRANSFER STUDENTS

Transfer to your school

Page 36

IMPORTANT REMINDER: 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.)

If a Student Transfers To Your School – *continue from previous slide*

▪ 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.

TRANSFER STUDENTS

Transfer out to your school

Page 36

IMPORTANT REMINDER: 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**

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.

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.)

EXAM MATERIALS

AP ID Label Sheets

Page 46

April – Campuses will receive shipments. **AP ID labels will 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.

The barcode on the label captures students' registration information. Students are still required to provide additional information.

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.

EXAM MATERIALS

AP ID Label Sheets

- **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

Student Last Name, Student First Name
Your 2020 AP Exam schedule (may not reflect recent changes to your schedule)

5/6 AM US GOPO	5/13 PM PHY E&M
5/7 PM JAPANESE	5/15 PM ENG LANG
5/10 PM US HIST	
5/13 PM PHY MECH	

AP CollegeBoard

AP ID:
SCHOOL CODE:
DOB:
GRADE:

These are your AP ID labels. No one else may use these AP ID labels.

20 WXYZ 1234 SN	20 WXYZ 1234 SN
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EXAM MATERIALS Answer Sheets

- 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.

Answer Sheet (side 1)

CollegeBoard AP
Answer Sheet 2020
 Use No. 2 pencil only

A Legal Name: Fill in corresponding circles. Check appropriate "A," "M," or "F."
 Last Name (last 10 letters) First Name (last 10 letters) MI

B AP ID: (Grid for AP ID)

C Date of Birth: Month, Day, Year

D AP Exam I'm Taking: Exam Name, Parts, Exam Code

E Certification Statement: I am aware of and agree to follow the policies and procedures in the 2020-21 Bulletin for AP Students and Parents to maintain the security of the exam and the validity of my AP exam. I understand and accept that my exam score may be canceled if I do not follow these policies and procedures, if I damaged any exam day materials, or if my exam is administered improperly. I certify that I am the person whose information appears on this answer sheet.
 Signature (sign over last name as it will appear on your official qualifications) Date

F State: (Grid for State)

G Start Time: AM/PM, Hour, Minute

AP ID Label **AP Exam Label** (from Section 1 booklet)

Answer Sheet (side 2)

Page 2

Important that marks are dark and complete. Do not use a mechanical pencil. Make as completely as possible. Incomplete marks or marks that obscure your score.

Use test number. Blank only one response per question. Wrong entries in the multiple-choice booklet will not be scored.

Use only four answer options; do not mark more than 1.

AP Physics 1, or AP Physics 2
 (First responses are selected.)

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71
72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87
88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103
104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119
120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135

AP Physics 1, or AP Physics 2	Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453

AP Physics 1, or AP Physics 2	Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453

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Accessing and Using AP Registration and Ordering

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4 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 – page 65
 - 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
3. Student enrollment – page 73
 - 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
4. Order finalization – page 84
 - 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

MORE RESOURCES

Step-By-Step for Teachers & Students

CollegeBoard AP


AP TEACHERS

Helping Students Join Your AP Class Section

At the start of the 2026-21 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	Code
Section	Code
Section	Code
Course	Code
Section	Code
Section	Code

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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	Code
Course	Code
Course	Code
Course	Code
Course	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/MSQT[®] 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 SIGN UP TO AP
Sign up to access your AP or Pre-AP resources and tools including AP Classroom.



4 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.

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



6 SUBMIT YOUR JOIN CODE
Enter the join code your teacher gave you and click **Submit**.



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2020-2021 AP EXAM SCHEDULE

2021 AP[®] Exam Schedule

This 2021 exam 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.

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.

2020-2021 AP LATE TESTING SCHEDULE

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		

Questions?

Pam Van Ravenswaay, **Administrator**

Coordinators

Beth Libby

Debra Jenney

Joanna Villarreal

San Juanita Garza

