Please e-mail your building plan to [Justine Palabrica](#) by **September 13** for approval.

Advanced Placement (AP) Test Administration
Regular Test Administration: May 5-16   _Late Testing:_ May 19-23

School: _____

Administrator who will serve as School Coordinator: _____

Additional staff to receive communications about AP: _____

Coordinator Resources can be found on [DocuShare](#)
[2024-25 AP Coordinator's Manual Part 1](#)
2024-25 AP Coordinator's Manual Part 2 (Available in January 2025)

1. Key Dates for 2024-25

Activity	Deadline	Person(s) Responsible	Contact Email & Phone#
Reach out to Jeanne Willard if you have not already completed the following: • Access the AP Coordinator access code (p. 42) • Access myap.collegeboard.org and complete Initial Setup (p. 45) • Access myap.collegeboard.org and update Student Exam Decision Indicator Information to Undecided (p. 48) • Access myap.collegeboard.org and complete the AP Participation Form (p. 50)	Summer 2024		
Review 2024-25 AP Coordinator's Manual Part 1 for deadlines and next steps	August 15		
Review AP Exam Fees for 2024-25 (p. 21) - $99 per exam, $147 per AP Capstone exam and let your treasurer know to update POS item	August 15		
Recommended deadline to submit the exam order. _Orders may be submitted without additional fees until 11/13 "Preferred Ordering Deadline"_	October 2		
In building registration/payment deadline	November 1		
Online registration/payment deadline	November 1		
Deadline to submit exam order. • _For standard and accommodated exam materials_ • _Each exam ordered after this date will incur a $40 late order fee_ • _Exams may be canceled after 11/13, but $40 will be charged per exam_	November 13		
Review 2024-25 AP Coordinator's Manual Part 2 for deadlines and next steps	February 3		

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Task		Date	
Update order with any late orders and known cancellations (fees apply); deadline to submit exam orders for courses that start after 11/13	March 14		
Deadline to indicate fee reduction status for eligible students (p. 25)	April 30		
Schools must submit payment for their invoice or incur late fee ($225)	June 2		

2. **Accommodations**: Students on IEP or 504 plans must submit requests to Special Services by **December 15.** Identify below who will be responsible for tasks listed.

Task	Person(s) Responsible	Date
Ensure all SSD requests have been submitted to Student Support Services by **December 13** for eligible students		
Order special exam formats or materials based on student's approved or expected accommodations by **November 13** *(you can update a standard booklet to an SSD format between 11/16 and 3/15 at no fee)*		
Download and print SSD and 504 lists Non-standard Administration Report (NAR) forms. Print extra copies for students taking multiple exams. *(different login for SSD site)*		

3. **Ordering, receiving, and handling exam materials:** Identify below who will be responsible for the tasks listed under each category. All secure materials must be kept in a locked, limited access location and should be checked out just prior to testing.

Task	Person(s) Responsible	Date
POS information on school website – August 1 POS at school site must close by **November 4**		
Order free-response booklets and/or score labels by **March 14**		
Inventory exam materials within 24 of arrival.		
Fill out HDR Log with recorder #s. Assign each HDR to a specific student testing French, Italian, German, and/or Spanish		
Identify person responsible for deleting practice recordings on the HDRs before distribution to proctors on exam day.		
Create seating charts and place on top of room answer sheets		
Count materials and sign out/in to proctors		
Ensure AP ID labels are correct on answer sheet, free response, and USB		
For French, Italian, German, and Spanish Language tests: ☐ *Save HDR files to the exam folder on the network server* ☐ *Copy and rename files properly (student AP#_form)* ☐ *Upload to DAS portal*		
Ship week 1 exams no later than **May 12**.		
Ship week 2 exams no later than **May 19**.		
If late testing, send separate shipment after testing.		
Email Quiana Hennigan an incident summary, so that the CRC is aware of situations that may require support in the summer.		

Generate invoice online as soon as possible but no later than **May 27**		
Ensure Jeanne Willard is the contact to receive the final invoice		
Submit exam PO# to purchasing by **June 3**		
Exams must arrive by June 1 at CB		
Return MP3 recorders to A&R by **May 30**		
Score reports available in July		
Supply office manager/registrar with a list of Gr. 12 students taking language tests that may need their transcripts updated with Seal of Biliteracy, if qualified.		

4. **Training Plan**: The administrator in charge of AP testing must attend the annual proctor training **April 28 at 3:00pm**. Plan for bathroom breaks for 1:1 proctors. Identify who will be the onsite proctor in case of last minute emergency. *Please note: Any potential proctors who have a child or relative living with them taking an AP exam, are unable to proctor the exam. Additionally, AP instructors may not proctor any AP exams in the subject they teach or have taught.*

Job Title	Name	Reason for Training
Administrator/SAC		Mandatory
AP Coordinator		Mandatory (unless the same person)
Office Support		
Onsite Proctor		Mandatory

5. **Test Communication Plan**. Please indicate the date you will communicate the action items and who the targeted audience is for each item.

Impacted Group	Communication(s)	Date(s)	Person Responsible
Students	• *Exam registration process* • *Distribute exam schedule* • *Practice exams & audio functions* • *Registering for exam ($98 exam fee)*		
Parents	• *AP info session* • *Registering for exam ($98 exam fee)* • *District F/R eligible exam fee $0* • *Notification of fee waiver eligibility*		
Teachers/Paras	• *Distribute exam schedule* • *Practice exams & audio functions* • *Late testing rules and eligibility*		
Food Services	• *Plan for late lunch*		
School Treasurer	• *Coordinate schedule and process for collecting AP exam fees*		
Website			
Other			

AP Test Window – Regular May 5 – 16, Late May 19-23

Monday	Tuesday	Wednesday	Thursday	Friday
April 21	22	23 Mandatory proctor training @ CRC 3:30pm	24	25
28	29	30 * AP Seminar and Research must be scored by teacher * AP Capstone and Computer Science Principles performance tasks deadline	May 1	2
May 5 **First week of AP Testing May 5 - 9**	6	7 ⟶	8	9 Studio Art: Deadline for digital portfolios – submit by 5:00pm PST
12 <mark>Ship Week 1 exam materials</mark> **Second week of AP Testing May 12 - 16**	13	14 ⟶	15	16
19 <mark>Ship Week 2 exam materials</mark>	20 SBA ELA Testing	21	22 SBA Math Testing	23
		Late AP Testing Dates May 19 - 23		
26	27	28	29	30
June 2 Invoice must be turned into accounting for a 6/15 postmark	3	4	5	6

Building Plan completed by: _____

Your Name

If you have any questions, please contact Jeanne Willard at x4078 or Jwillard@everettsd.org

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