

## **FAQ: Severe Weather Planning for AP Exam Administration 2019**

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Severe weather can cause schools to close unexpectedly and impact the number of net instructional days in the school year. When this happens, schools look to the AP Program for support. The College Board's first priority in all instances of severe weather is the safety of students and school staff.

Schools can contact AP Services for Educators (877-274-6474) prior to March 31, 2019, to order alternate exams for late testing. AP Services for Educators will advise districts and schools on next steps.

To review the process for ordering alternate exams for late testing, schools can refer to the 2018-19 AP Coordinators Manual, available online at <https://apcentral.collegeboard.org/pdf/ap-coordinators-manual-2018-2019.pdf>.

School closure due to severe weather is an approved reason for late testing. Schools that order late tests due to severe weather will not incur additional fees.

**Q. Can schools order late exams because extreme weather caused a loss of instructional days?**

Yes. Schools can order late exams because instructional days were lost due to severe weather.

**Q. Will schools or students be charged an additional fee for ordering late exams because severe weather caused a loss of instructional days?**

If a school has lost a significant number of net instructional days, there will be no additional fees. Schools should call AP Services for Educators (877-274-6474) prior to March 31, 2019.

**Q. When can schools submit orders for late exams?**

Schools that lose a significant number of net instructional days due to severe weather should contact AP Services for Educators (877-274-6474) prior to March 31, 2019, for information about later testing options.

**Q. Are there any drawbacks to ordering late exams?**

Yes. Schools should be aware of the following four impacts of late ordering:

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

**Q. Are schools required to use the alternate exams during late testing?**

Yes. To preserve the security of AP Exams, the College Board develops alternate forms of each exam for late testing. Regularly scheduled exams cannot be used for late testing. All students who participate in late testing must take these alternate exams on the scheduled late-testing dates (May 22–24, 2019) at the scheduled times (see schedule on the inside back cover of the 2018-19 AP Coordinator's Manual). If a school fails to follow AP security procedures and does not administer the alternate exams on the specified dates at the specified times, scores for those exams will be canceled.