

## WHAT YOU NEED TO KNOW

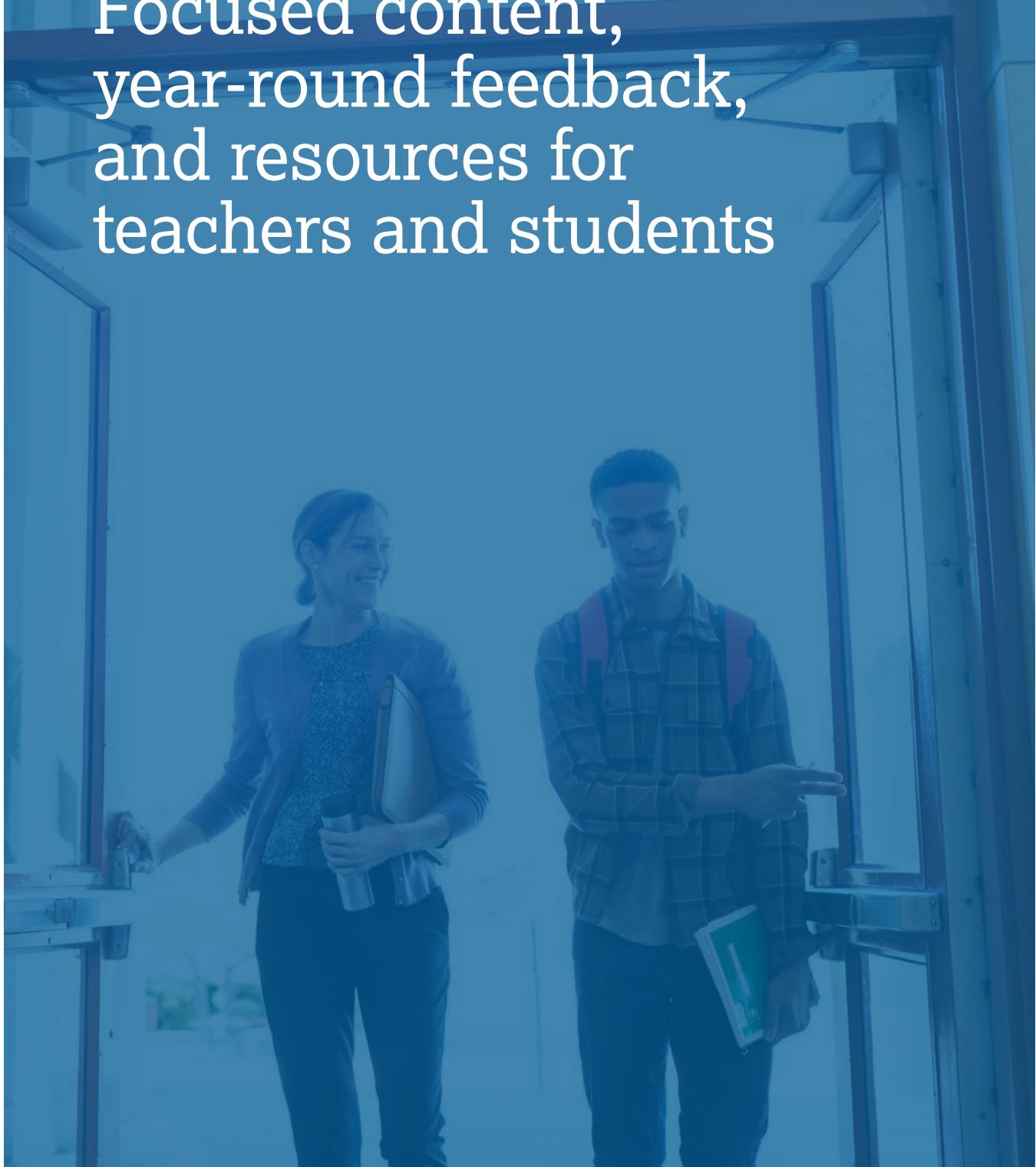
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# New AP® Resources Coming in the 2019-20 School Year



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Focused content,  
year-round feedback,  
and resources for  
teachers and students



Created in collaboration with educators and based on best practices in schools across the country, these simple and effective resources will include:

## Focused Practice and Feedback Throughout the Year

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### UNIT GUIDES

Planning guides that outline content and skills for commonly taught units within a course so teachers can focus and deepen instruction. Each unit guide suggests sequence and pacing of content, scaffolds skill instruction across units, organizes content into topics, and provides tips on taking the exam.



### PERFORMANCE DASHBOARD

Throughout the year, teachers can review class and individual student performance and know when students struggle on content and skills that will be assessed on the AP Exam. Students can view their own results and target additional practice. School and district leaders can review results across AP courses.



### QUESTION BANK

A library of real AP® Exam questions, some of which have never been released to AP teachers before. Teachers can filter by course topics and skills; create customized tests and assign them online or on paper as in-class assignments or homework; create their own questions; and enable students to practice and get feedback on each question.



### TRANSPARENCY AND STABILITY

All content and skills assessed on the exam will be defined in a detailed course framework, helping AP teachers plan and focus their instruction. AP Exams will have clearly defined models for question types, tasks, and point values that will remain stable year to year. Instructional Planning Reports will reflect content and skills, giving teachers actionable, class-specific data on how their students did on the exam.

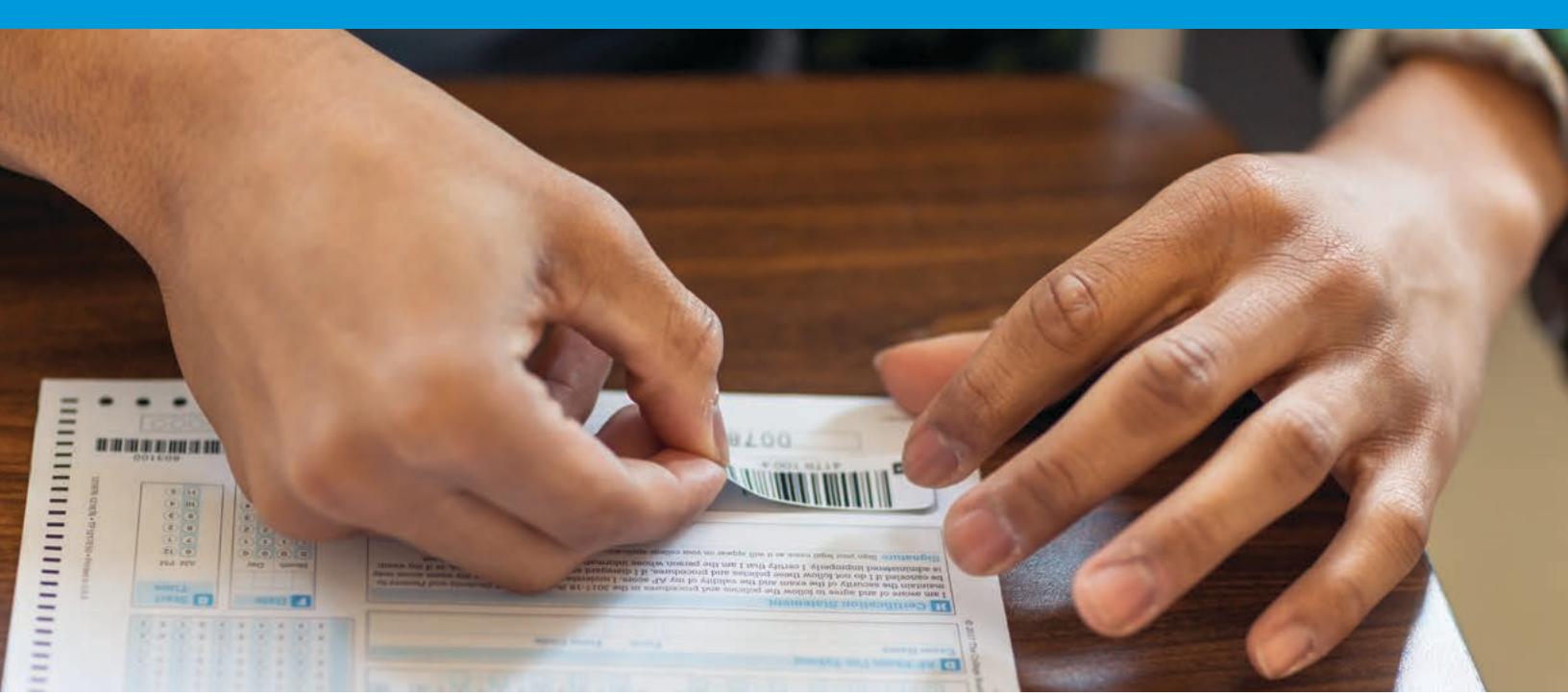


### UNIT ASSESSMENTS

Personal progress checks with AP questions for every unit that provide feedback to students on the areas where they need to focus. Unit assessments measure content and skills through multiple-choice questions with rationales to explain correct and incorrect answers, and free-response questions with scoring guidelines from the AP rubric.

**“The resources sound fantastic. I really like the idea of being able to make up our own tests from a test bank ... And we use the previous exam questions all the time, which are really helpful.”**

— SCOTT, AP U.S. GOVERNMENT AND POLITICS TEACHER



## Improved Exam Ordering and Administration



### DIGITAL ACTIVATION

AP teachers and students sign into our classroom support system and complete a simple activation process at the start of the school year. Digital activation gives students and teachers access to the new resources and allows students to provide registration information before exam day.



### STUDENT REGISTRATION LABELS

For each student included in an exam order, schools will receive a set of personalized AP ID registration labels. The AP ID connects students' exam materials with their registration information, which greatly reduces the time spent on bubbling student information before the exam.



### FALL REGISTRATION

Fall exam registration reflects best practice policies in place at more than half of AP schools. Students are more likely to take an AP Exam and earn a 3 or higher when they make exam-taking decisions at the start of the school year. Fall registration also aligns with expectations from college and universities, who want to students to demonstrate sustained achievement in advanced courses like AP.



### EXAM DAY IMPROVEMENTS

AP coordinators have new tools to help organize their exam administration. Using the online rosters generated through the digital activation and ordering processes, coordinators can create and manage exam room assignments, proctors, and lists of examinees.



### STREAMLINED EXAM ORDERING

AP coordinators have an improved AP Registration and Ordering system to place AP Exam orders in the fall. After teachers and students complete digital activation, AP coordinators can access rosters of AP students. Coordinators will then review, adjust, and submit that information as the school's exam order by the fall ordering deadlines.

## Fall Exam Ordering Overview

There are three key deadlines for ordering 2020 AP Exams. Specific dates will be published in fall 2018.

Deadline	Action
<b>Preferred Deadline (October)</b>	This is the recommended deadline to submit May 2020 exam orders.
<b>Final Deadline (November)</b>	<p>This is the deadline to order exams for all full-year and first-semester AP courses.</p> <p>Exams ordered after this deadline and by the spring course orders and fall order changes deadline will incur a late fee of \$40 per exam in addition to the exam fee. This fee won't apply to exams for courses that start after the final deadline and exams for students that transfer into the school.</p> <p>Exams canceled after this deadline and by the spring course orders and fall order changes deadline will incur a cancellation fee of \$40 per exam. The original exam fee will be removed from the invoice. This fee won't apply to exams originally ordered for students who transfer out of the school.</p>
<b>Spring Course Orders and Fall Order Changes Deadline (March)</b>	<p>This is the deadline to order exams for second-semester courses, and to update the exam order with any late orders or canceled exams.</p> <p>The full exam fee will be billed for all AP Exams that are part of the school's exam order as of this deadline, less any applicable College Board fee reduction. This includes any exam ordered for a student but which the student doesn't take. State subsidies may not be available in the event a student doesn't take the exam that was ordered for them.</p> <p>Alternate exams taken on late-testing dates can be ordered after this deadline, if needed. A \$40 per exam late-testing fee will apply in specific circumstances.</p>



# Getting Ready

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## What to do in the 2018-19 School Year

- Fall 2018:** Meet with AP teachers and counselors to discuss the 2019-20 changes to AP.
- Before the 2019-20 class registration period:** Communicate new AP Exam ordering deadlines, policies, and fees to students and parents for 2019-20.
- Spring 2019:** Connect AP teachers with overview videos on new AP resources and annual processes.
- Before summer break:** Meet with AP teachers and the AP coordinator to remind them of the changes.

## What to do in the 2019-20 School Year

### Before school starts:

- Ensure teachers of new AP courses complete the Course Audit form and have it approved by your designated administrator.
- Allot time for the AP coordinator or AP teachers to set up class sections in the system.
- Provide AP teachers with opportunities to incorporate Unit Guides and Unit Assessments into their sequence and pacing calendars.
- Connect AP teachers with best practices on using the AP Question Bank for daily checks on student understanding.
- First week of school:** Provide opportunities for students to use join codes to enroll in their AP classes in the system.
- Second week of school:** Ensure rosters in the system match official class rosters.
- After add/drop period:** Confirm rosters in the system match official class rosters.
- Last week of September:** Follow local process to secure student commitments to take AP Exams.
- First week of October:** Verify students' exam registration status in the system.
- By October-November:** Submit school's exam order by published deadlines.
- March:** Make final updates to your order, if needed, by the published deadline.

# Best Practices

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## Announcing New AP Features to Your School Community

- Update course catalogs and school web pages.
- Ensure local processes to confirm student decisions to take AP Exams align with fall ordering deadlines.
- Communicate AP Exam registration policies and deadlines to homeschooled students.

## Activating the Resources

- Ensure AP teachers are aware of the new system before summer break.
- Connect AP teachers with online overview videos.
- Allot time for AP teachers to learn how to use the system.
- Assess the availability of computers and mobile devices for use in AP classrooms.
- Ensure the school's Wi-Fi infrastructure is working well and College Board web pages have been whitelisted so they can be accessed from within your school's network.

## Ordering Exams

- Ensure students and parents know when students need to confirm their exam registration decision.
- Communicate exam fees and ordering deadlines.
- Ensure special materials are ordered as needed for students who require accommodations.

## Supporting Classroom Instruction

- Connect AP teachers with online tutorials.
- Throughout the year: Set aside time with AP teachers to discuss student progress at the end of each unit.
- Use the Unit Guides and Performance Dashboard during coaching conversations.
- Use classroom and hallway bulletin boards to chart class progress toward skill mastery.
- Ensure Wi-Fi infrastructure continues to work well throughout the year.
- Ensure AP teachers have access to computers, tablets, and smart phones for students to take Unit Assessments.