

ADVANCED PLACEMENT[®] IN THE 2019-20 SCHOOL YEAR

Tips for Virtual School Participation

Beginning in the 2019-20 school year, the AP Program is introducing new resources and processes designed to help more students earn college credit and placement.

What's New in 2019

Fall Exam Registration

School orders for May 2020 AP Exams are due by November 15, 2019. Fall exam registration improves students' chances of success. More than half of schools that offer AP ask students to commit to taking the exam in the fall, boosting their chance of earning a score that translates to college credit. We've seen these benefits firsthand in our pilot program of more than 40,000 students. That's why, starting in the 2019-20 school year, the deadline for exam registration will be in the fall.

New Classroom Tools

On August 1, 2019, AP instructors are able to access AP Classroom, a suite of new resources designed in collaboration with AP educators. The online system helps give students personalized feedback throughout the year and offers a wealth of practice materials, including in-depth unit guides; Personal Progress Checks; daily topic questions; a dashboard to measure student progress; and a bank of real AP questions.

To learn more, please visit apcentral.collegeboard.org/about-ap/news-changes/ap-2019/support-students-new-online-tools

Key Dates

BY SEPTEMBER 4	Students who do not know where they will take their AP Exam(s) should contact AP Services for Students at 888-225-5427 (toll free in the United States and Canada) or 212-632-1780 or apstudents@info.collegeboard.org to request contact information for local AP coordinators who can help facilitate their exam.
BY OCTOBER 4	Students should contact the AP Coordinator at the school where they plan to take the AP Exam(s) to arrange for testing.
NOVEMBER 15	Final deadline for AP coordinators to submit exam orders. No payment is due until June. Exams can be ordered or canceled after this date, though a fee applies in some cases.*
MARCH 13, 2020	Deadline for AP coordinators to submit exam order updates, including late orders, spring course orders, and fall order changes. (Fees may apply.) Spring semester courses must be designated as spring semester by their virtual school when the sections are created in order not to incur the \$40 late order fee.

*Any unused or canceled exams will incur a \$40 unused/canceled exam fee.



How Virtual Schools Can Access Online Resources

1. The virtual school administrator will **receive an email and mailing containing an access code** from College Board, that lets them activate AP Classroom for their school.
2. **Virtual schools are responsible for setting up class sections in AP Classroom.** AP instructors will need to log in with their College Board account to create class sections online. This will generate a unique join code for each class section. Note that courses must be authorized through the AP Course Audit before teachers can create a class section in AP Classroom.
3. **Students use their join code to enroll in their class in AP Classroom.** This should be shared with them by the instructor on the first day of class. Students will be prompted to complete a short digital activation the first time they join a class. Please note that in most states, students must be enrolled in their virtual school AP class sections to be eligible for state funding.
4. If students are taking their exams at another school, be sure to mark each student as not taking the exam in the student roster.

Students can no longer enter online provider codes on their answer sheets on exam day. An education provider who wishes to receive a student's score report needs to ensure their student joins a class section in AP Classroom set-up by the provider as described above.



How Students Register for Exams at Local Schools

Note for Third-party Providers: Online Learning Provider (OLP) programs that are diploma-granting—stand-alone schools, either public or private, where students are enrolled in these programs—should follow the same process as brick-and-mortar sites.

1. **Schools administering AP exams for students from virtual schools must create unique exam only sections in AP Classroom.** Please refer to the *2019-20 AP Coordinator's Manual, Part 1* for more information.
2. **Students must also enroll in this class using the unique join code generated.** (It will be different from the join code they used to register for their virtual school class sections.)
3. The AP Coordinator must mark each student as taking the exam and ensure they enroll in this exam only section.

Visit collegeboard.org/ap2019.