

# AP Exam Information

## AP Course Designation

The AP courses offered through TVS have been audited by College Board and have been accredited as an advanced placement courses. **This means that the syllabus the instructor is using meets the College Board requirements for curriculum and resources.**

## AP Central

AP Central ([www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com)) is the College Board's online home for AP programs. The site is free for all users. Use this site if you need to contact College Board for any reason. Students will find an interactive tool to determine AP credit policies at colleges and universities across the country at [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy).

## Designating an AP Coordinator

The AP Coordinator takes primary responsibility for managing the ordering, receipt, distribution, administration, and return of the AP Exam materials. The coordinator is often the administrator or counselor at the school. To avoid any perceived conflict of interest **the AP coordinator should be a staff member other than the liaison.**

## Obtaining a School Code

A school must have an active six-digit school code to order and administer exams and receive student exam grades. All three College Board programs – SAT, PSAT/NMSQT, and AP – share the same code. **If you're not sure you have a code, or if it is active, contact AP services at 877-274-6474.** You can also call them to receive a High School Code Request Form if you do not have one.

## Registering with College Board to order the Exam

In late September, your school will receive a Participation Form and a Participation Survey. **Your school must complete the participation materials and submit them to College Board no later than November 15. If you don't receive these materials by late October, please contact AP Services at 877-274-6474.** The forms must be signed by the principal and the AP Coordinator. Coordinators will receive exam ordering information from College Board at the email address you've provided them. Once you submit the required forms, College Board will also provide the *AP Coordinator's Manual* which includes their policies on administration of the AP Exam.

## **Process for ordering the Exam**

In January the AP Coordinator will receive an email from College Board with directions on ordering the exams online. The ordering process will be completed by March and the exams are delivered directly to the school in April.

The AP coordinator will check the exam materials for accuracy and will contact College Board, if necessary, for corrections to the order.

## **EXAM date**

The exam date for AP Vergil is May 14, 2010.

## **Exam reimbursement**

**Your school is responsible for the ordering, administering, and returning of the exams to College Board to ensure test integrity. Your school will be billed by College Board for the exams and submit payment directly to them.**

**Penalties for unused exams:** An order cannot be decreased once it has been processed for shipment, which can be the same day an order is placed. Schools are charged a \$13 fee for each unused exam.

## **Exam scores**

AP Exam scores are released to students and schools in July. A unique 3 digit code **(TVS Code is 018)** is provided in the exam materials for insertion on the answer sheet so that the online provider can also receive scores.