

Routing: Middle School Principals High School Principals Associate Principals Area Superintendents	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 97 DATE: August 28, 2023 DUE DATE: September 30, 2023
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Title: DISTRICT EXPECTATIONS FOR AP EXAMS AND IB ASSESSMENTS

Issuing Department: Equity, Access, and Opportunity - Advanced Studies

Reference: Advanced Placement website - <https://apcentral.collegeboard.org>
AP exam fee deposit form - <https://bit.ly/APdepositform>
International Baccalaureate website - <https://www.ibo.org/>
IB assessment fee deposit form-<https://bit.ly/IBdepositform>

Summary: Identify site staff to complete required administration tasks.

Brief Explanation:

High school students can choose to pay and take AP exams and/or IB assessments in hopes of scoring well and earning college credits. Any student interested may take an Advanced Placement (AP) exam. High school seniors enrolled in International Baccalaureate (IB) courses have the option to take IB assessments. AP and IB provide all materials and instructions that must be followed exactly as they mandate to ensure all scholars receive valid exam scores.

SDUSD district and sites provide registration, ordering, fee collection, and administration. Both AP exams and IB assessments have student fees dictated by the respective company. SDUSD income-eligible students are able to pay a reduced exam fee as outlined below.

Fee Collection from Students:

Students will pay fees at the school site prior to deadlines/exam dates.

- \$98.00 – standard fee for AP exam
- \$146.00 – standard fee for AP Capstone exam
- \$40.00 – late/change order fee for any AP exam
- \$119.00 – standard fee for IB assessment
- \$5.00 – lowest reduced fee for any AP exam and/or IB assessment

Fee Collection - Scholars will pay their school site/exam site for the exams they wish to take. Sites will hold the funds until exams are done then send fees to the district, who will then pay for the exams in full.

- Sites may use vendors to assist with AP/IB registration and fee collection; however, associated fees may NOT be passed on to students.
- SchoolCash Online is allowed as long as there is a way for families to pay on campus without the convenience charge.

Refunds - Scholars will be eligible for partial refunds if requested prior to the following deadlines:

- January 12, 2024 = IB assessments cancellations
- April 10, 2024 = AP exam cancellations
- Site finance staff will be provided a detailed list of who is eligible for refund checks so that they can provide the refund checks as soon as possible to families.

Site Responsibilities and Payment Procedures:

- 1) September 30, 2023 – Sites must identify AP/IB coordinator and fee collection manager to the district. The site principal should carefully select staff to ensure work is properly distributed among staff and in accordance with SDEA contract guidelines. Responsibilities include:
 - i. AP/IB coordinator:
 - (a) Sites will share registration and ordering information early and often with scholars and families.
 - (i) AP exams – district will manage registration and ordering
 - (ii) IB assessments – site coordinators will manage registration and ordering
 - (b) District staff will schedule appointments with coordinators to support collaborative preparation and administration of exams/assessments.
 - ii. Fee collection manager:
 - (a) Students will submit their exam fees along with an invoice detailing what they are paying to school sites. Sites can choose to pay a vendor (APTS) to manage this task for them.
 - (b) District will schedule appointments with the fee collection manager to collaboratively complete required tasks.
- 2) Fall 2023 – AP exam and IB assessment registration, ordering, and fee collection.
 - i. Sites will collect exam/assessment fees from students all year. Students are encouraged to pay prior to deadlines to avoid late fees.
 - ii. No post-dated checks will be accepted. Payment plans must be invoiced in School Cash. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year. Sites can choose to pay a vendor (APTS) to manage this task for them.
 - iii. Sites will deposit collected fees into the site ASB Trust Fund (AP/IB fees.) Site fee collection manager will have a record of payments collected to confirm with orders.
- 3) January 12, 2024 – Deadline to submit requests for AP exam testing accommodations.
 - i. Sites must have student/family approval to submit requests for testing accommodations. Accommodations must be in a current 504 plan or IEP to be

- approved for AP exams. Students requesting additional information and forms to should visit <https://parents.collegeboard.org/college-board-topics/accommodations-students-disabilities>
- ii. Sites will submit requests through AP's SSD Online website - <https://accommodations.collegeboard.org/ssd-online>.
- 4) Spring 2024 – Preparation for exams/assessments.
- i. AP exams and/or IB assessments are administered at school sites:
- (a) AP exam schedule - <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>
- (b) IB assessment schedule - <https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/exam-schedule/>
- ii. While the district can support preparation, sites should plan to host all their students' exams/assessments on site, including students with testing accommodations.
- 5) June 3, 2024 – Deadline to submit collected fees to district.
- i. After exams/assessments are completed and refunds have been provided where applicable, the site fee collection manager will submit all collected fees and remaining balance in ASB Trust Fund (AP/IB fees) to the district no later than June 3, 2024. The District Accounts Payable department will send payment for exams to AP/IB; sites should NOT pay exam provider directly from ASB accounts.
- (a) AP exam fee deposit form - <https://bit.ly/APdepositform>
- (b) IB assessment fee deposit form-<https://bit.ly/IBdepositform>
- ii. Site coordinator will confirm the accuracy of the final invoice and send it to the district coordinator to initiate payment.

For more information about this circular, contact:

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