

Coding and Generating an AP Exam Invoice

Coding Option 1 and Option 2 on Student Answer Sheets. After students complete exams, mark fee reductions on answer sheets for students who qualify for either Option 1 or Option 2. Option 1 is students who qualify for free/reduced lunch. Option 2 is for students who took the full course but do not qualify for free/reduced lunch. This must be done on the student's registration answer sheet (the one filled out in preadministration, or the answer sheet completed at the first exam administration of the current year's exams) for each student who qualifies for either Option 1 or Option 2 Fee Reductions.

For Studio Art exams, designate fee reductions in digital submission web application (see details in the coordinator's manual). For Chinese and Japanese exams, use the Fee Reduction/Section Designation form found in the coordinator's manual. More information about Fee Reductions can be found in the coordinator's manual. An online version of the manual is available here:

http://professionals.collegeboard.com/profdownload/2013_14_ap_coordinators_manual.pdf.

Keep a count of the number of students and exams for each option to generate the invoice.

Class Sections. To receive separate instructional planning reports for different sections of a course, indicate sections on student answer sheets. See the coordinator's manual for more information.

Packing List. When ready to ship back (before the close of the next business day after the last scheduled exam of a particular exam period), pack according to the directions in the manual and create a packing list online. Packing lists are submitted electronically and also a hard copy must be printed and sent with shipment. A packing list should also be saved to be used in creating the invoice. **The packing list is not an invoice.** The invoice is a separate document.

Tutorials can be found on the College Board's website:

<http://professionals.collegeboard.com/testing/ap/coordinate/tutorial>.

GENERATE YOUR AP INVOICE ONLINE

Compiled from College Board AP Coordinator's Manual, with additional information added to include specific details related to fee reductions in Arkansas

All schools must generate an invoice online and mail the completed invoice to the AP Program in the envelope provided with your exam shipment by June 15

(unless the 15th is not a week day). Failure to do so will result in late fees, inaccurate crediting of federal and state fee reductions to your school's account and, potentially, the inability to order AP Exams next year.

How to Generate an Invoice

Create an invoice by signing in to the AP Exam Ordering Web site at www.collegeboard.org/school after all exams have been administered including all late exams. Specific instructions appear below.

1. Before beginning have copies of the Packing Lists submitted, (additional copies of Packing Lists can be printed by going to Create/View Packing List in the AP Exam Ordering website and then clicking "Print All Packing Lists"), and the number of exams taken by students who qualify for fee reductions go to the AP Exam Ordering website.

2. Go to the AP Exam Ordering website, click the "Generate Invoice" button and answer each of the questions asked. (See the coordinator's manual for instructions on accounting for reader copies for students with disabilities.) NOTE: When answering questions about fee reductions, remember to read the questions carefully!

Option 1-Question 1 College Board Fee Reduction asks how many exams were taken by students who qualify for College Board fee reductions (meaning they qualify for free or reduced lunch). Fee reductions based on free/reduced lunch are credited to the school for all these exams (invoice credit item "College Board fee reductions").

Option 1-Question 2 State Fee Reduction asks how many exams were taken by students who qualify for College Board fee reductions (again meaning they qualify for free or reduced lunch) AND ALSO completed the corresponding AP course. The costs for these exams are credited to the school's bill and added to the state's bill (invoice credit item "Option 1 Arkansas Fee Reduction").

The *Option 2* question asks how many exams were taken by students who do NOT qualify for College Board fee reductions (meaning they aren't on free/reduced lunch) and DID take the corresponding AP courses. Credits will be applied to your school's invoice for these exams and the cost for these exams is added to the state's bill (invoice credit item "Option 2 Arkansas Fee Reduction").

Note to schools with students taking exams for courses when they didn't complete the course and Arkansas AIMS Schools: When thinking about fee reductions, be sure you remember that state fee reductions are for exams taken by students who completed the corresponding courses. The state should not be billed for any retakes or any exams for which the student did not complete the corresponding course. When completing the invoice process, the questions that correspond to state fee reductions are Option 1-Question 2 and Option 2. Exams taken by students who didn't complete the corresponding course should NOT be included in the counts for these two questions.

3. Upon completing the questions, the invoice is generated. Review it for accuracy. Check that the amount listed on the last line as the amount your institution owes the AP Program is the amount that was anticipated the school would owe. If it is accurate, click "Submit Invoice." If it is inaccurate, click "Edit Invoice" and revise as needed. If it's inaccurate and assistance is needed in determining what should be edited, please call

ADE Office of Gifted and Talented and Advanced Placement or College Board AP Services. Once the invoice is accurate, clicked "Submit Invoice." Then click, "Print Invoice."

4. Multiple copies of the invoice will print out. Keep the school copy as a record and mail the additional copies to the addresses indicated on the top of each invoice. The Program Copy is sent to AP Central/College Board. The State Copy is sent to ADE, Office of Gifted and AP, #4 Capitol Mall, Mail Slot #28, Little Rock, AR 72201.

***Note: Even though invoices are submitted electronically to College Board, a printed copy has to be mailed to the AP Program, even if the state pays for exams, or if the school does not have a balance due. If invoice indicates the school owes a balance (last line on the invoice titled AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM), attach a check to the invoice before mailing.**

THE POSTMARK DEADLINE FOR INVOICES AND PAYMENTS SUBMITTED TO THE AP PROGRAM IS JUNE 15. LATE PAYMENTS INCUR A SUBSTANTIAL LATE FEE. IT WILL BE THE RESPONSIBILITY OF THE SCHOOL TO PAY ANY FEES INCURRED DUE TO LATE SUBMISSION OF THE INVOICE.

STATE COPIES OF AP INVOICES SHOULD ALSO BE MAILED TO ADE OFFICE OF GIFTED AND TALENTED AND ADVANCED PLACEMENT BY JUNE 15. Contact information provided on the state copy of the invoice should be for someone who can be reached in the summer in case of questions.

Tutorials about creating an invoice can be found on the College Board's website: <http://professionals.collegeboard.com/testing/ap/coordinate/tutorial>. In the "After the Exams" section.

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