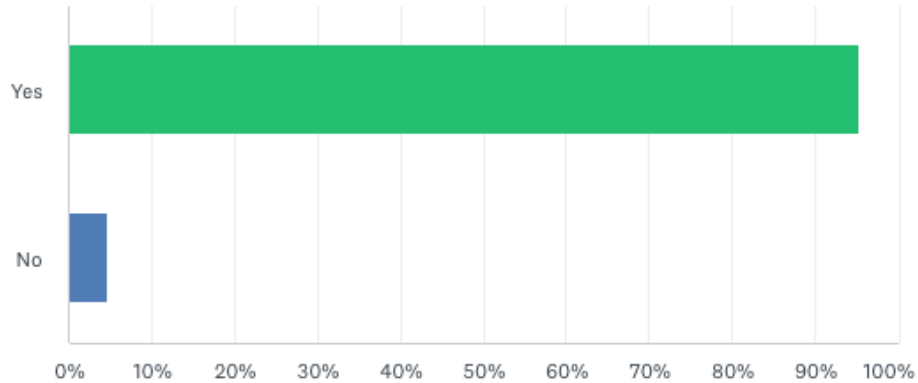


## Q1 Are you the AP Coordinator for your school this year?

Answered: 456 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	95.39%	435
No	4.61%	21
TOTAL		456

## Q2 How many AP Exams will you administer this year? (How many AP Exams were ordered from the College Board?)

Answered: 456 Skipped: 0

1-200 Exams – 206

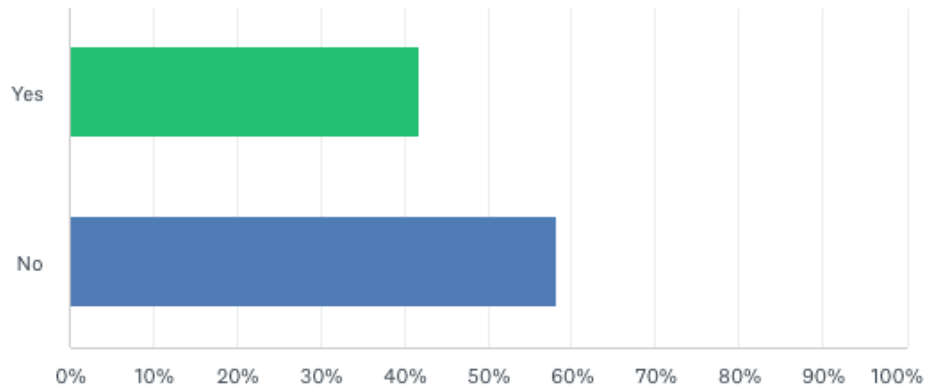
201-500 Exams – 115

501-1000 Exams – 85

1001+ Exams - 53

### Q3 Does your school, by policy, require students to sit for AP Exams if enrolled in the course?

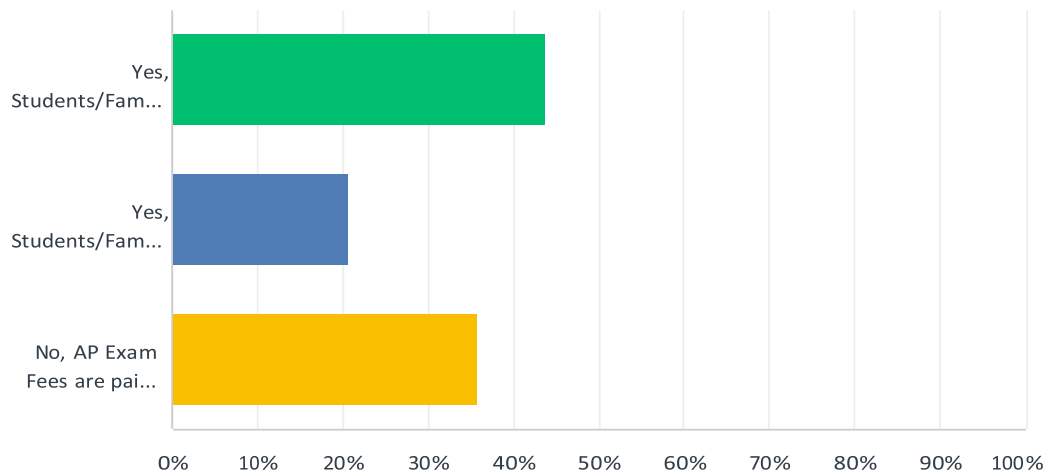
Answered: 456 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	41.89% 191
No	58.11% 265
TOTAL	456

### Q4 Do your students/families pay some portion of the AP Exam fee?

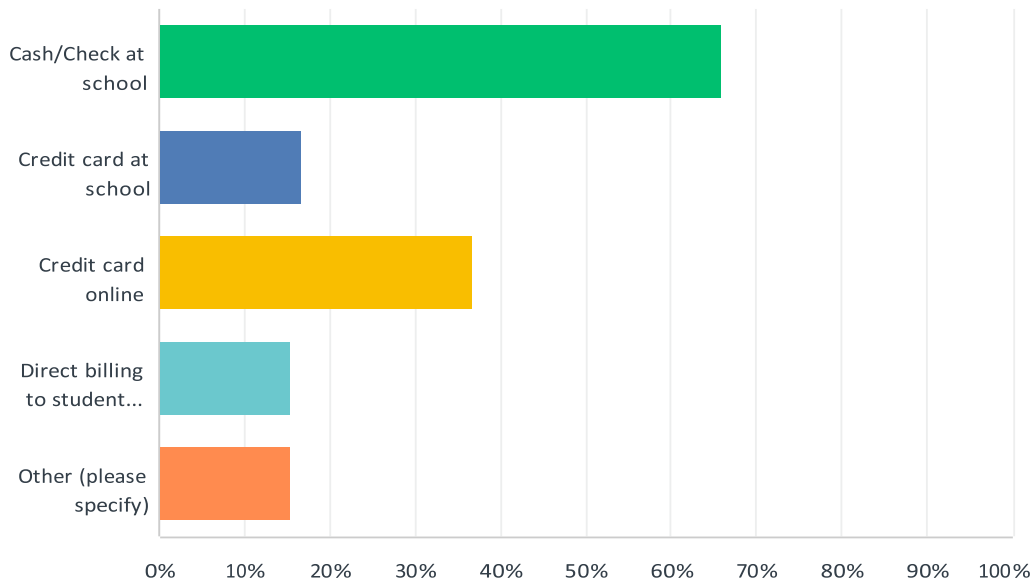
Answered: 456 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, Students/Families pay all AP Exam fees.	43.64%	199
Yes, Students/Families pay some portion of the AP Exam fees.	20.61%	94
No, AP Exam Fees are paid by school/district/state/outside funding source.	35.75%	163
<b>TOTAL</b>		<b>456</b>

## Q5 If Students/Families pay all or some portion of exam fees, how do you collect those fees?

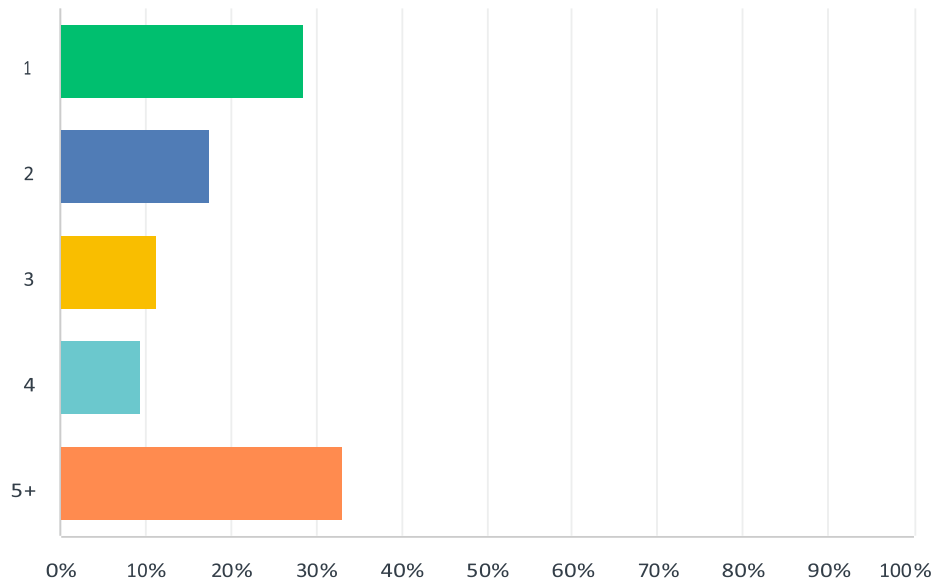
Answered: 325 Skipped: 131



ANSWER CHOICES	RESPONSES	
Cash/Check at school	65.85%	214
Credit card at school	16.62%	54
Credit card online	36.62%	119
Direct billing to student account	15.38%	50
Other (please specify)	15.38%	50
Total Respondents: 325		

## Q6 How many years have you been the AP Coordinator?

Answered: 456 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	28.51%	130
2	17.54%	80
3	11.40%	52
4	9.43%	43
5+	33.11%	151
TOTAL		456

Q7 When reflecting on your experience as AP Coordinator, what 5 words come to mind?



Frequency	Word
137	time-consuming
94	stressful
59	overwhelming
58	organization
39	frustrating
33	rewarding
23	busy
23	tedious
23	important
20	work
19	challenging
17	communication
17	exhausting
15	difficult
13	planning
13	students
12	confusing
10	complicated
9	responsibility
9	intense
9	extra
9	details
8	hectic

## AP Coordinator Compensation, Support, and Opinions Survey Results

Frequency	Word
7	opportunity
7	enjoyable
7	detailed
7	fun
7	deadlines
7	anxiety
7	tiring
6	pressure
6	learning
6	hard
6	chaotic
6	college
6	demanding
6	easy
6	anxious
6	duty
5	new
5	support
5	multi-tasking
5	nervous
5	help

## Q8 Please indicate your agreement with the following statements. I find the role of AP Coordinator to be...

Answered: 386 Skipped: 70

	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL
Rewarding	13.73% 53	32.12% 124	28.50% 110	12.18% 47	13.47% 52	386
Stressful	55.32% 213	34.55% 133	5.97% 23	2.60% 10	1.56% 6	385
Enjoyable	7.87% 30	25.46% 97	28.87% 110	20.73% 79	17.06% 65	381
Time Consuming	69.09% 266	24.68% 95	5.19% 20	0.52% 2	0.52% 2	385
Important	60.62% 234	26.94% 104	9.59% 37	1.55% 6	1.30% 5	386
Frustrating	28.39% 109	38.28% 147	17.71% 68	10.42% 40	5.21% 20	384
Satisfying	13.02% 50	30.21% 116	30.21% 116	13.80% 53	12.76% 49	384
Overwhelming	36.10% 139	37.40% 144	16.36% 63	8.31% 32	1.82% 7	385

## Q9 Which AP Coordinator duties do you find most challenging?

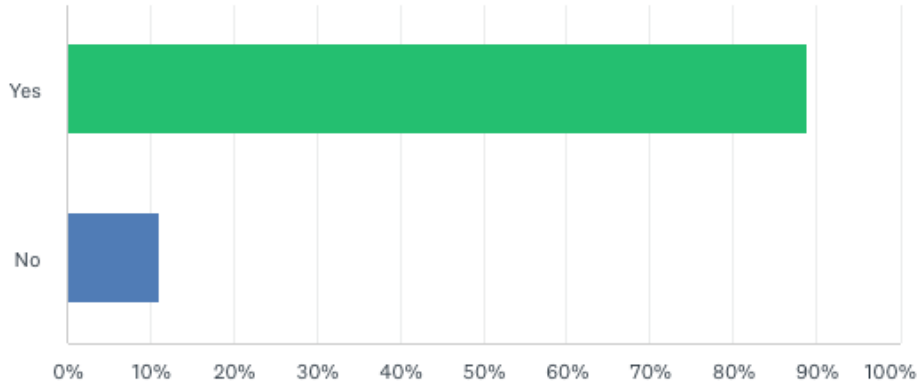
Answered: 356 Skipped: 100

See page 16-25 for all the responses



## Q10 Do you expect to be the AP Coordinator again next year?

Answered: 388 Skipped: 68



ANSWER CHOICES	RESPONSES	
Yes	88.92%	345
No	11.08%	43
TOTAL		388

## Q11 If yes, how do you feel about being Coordinator again?

Answered: 325 Skipped: 131

See Pages 27-32 for the full responses

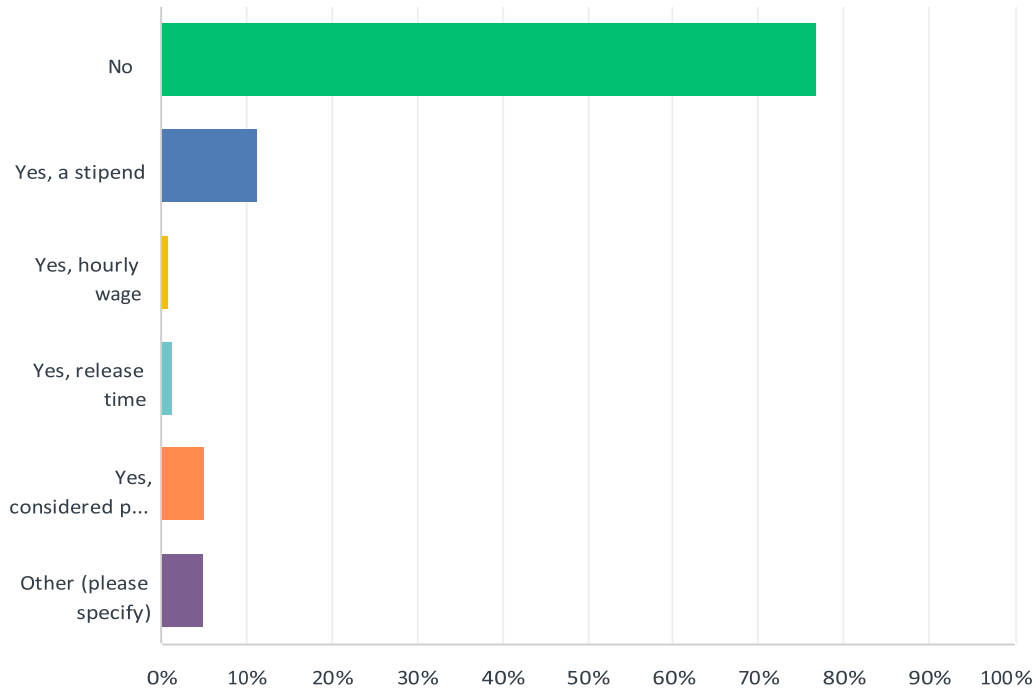
## Q12 If you will not be the AP Coordinator next year, can you explain why not?

Answered: 95 Skipped: 361

See Pages 33-34 for the full responses

## Q13 Are you compensated financially for the additional duties of AP Coordinator?

Answered: 375 Skipped: 81



ANSWER CHOICES	RESPONSES	
No	76.80%	288
Yes, a stipend	11.20%	42
Yes, hourly wage	0.80%	3
Yes, release time	1.33%	5
Yes, considered part of my salary	5.07%	19
Other (please specify)	4.80%	18
<b>TOTAL</b>		<b>375</b>

## Q14 If yes, approximately how much were you paid to be the AP Coordinator for the school year?

Answered: 110    Skipped: 346

The following is the number of AP Coordinators that reported the particular range of compensation:

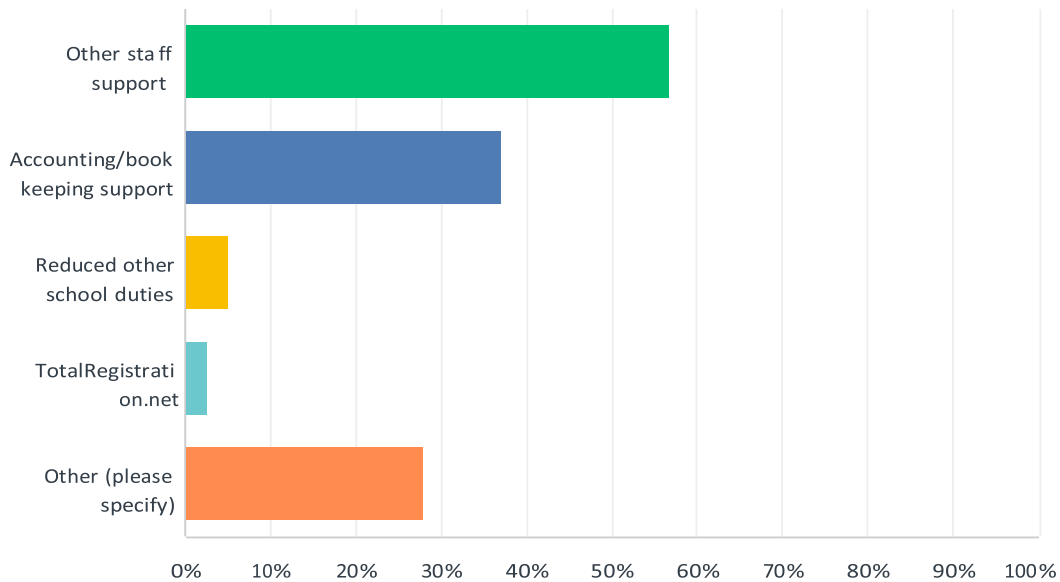
\$1 to \$499 – 4  
\$499 to \$999 – 6  
\$1000 to 1999 – 7  
\$2000 to \$2999 – 7  
\$3000 to \$9999 – 6  
\$10,000+ - 3

In addition to specific amounts of annual compensation coordinators reported the following:

- 1 coordinator stated 3 periods of release in fall and 4 periods of release in spring (out of 5 periods)
- 1 coordinator stated \$35.00/hr
- Several stated it is part of there salary, but did not indicate a specific amount

### Q15 Please select from the list below the help and support you receive as the AP Coordinator.

Answered: 308 Skipped: 148



ANSWER CHOICES	RESPONSES	
Other staff support	56.82%	175
Accounting/bookkeeping support	37.01%	114
Reduced other school duties	5.19%	16
TotalRegistration.net	2.60%	8
Other (please specify)	27.92%	86
Total Respondents: 308		

**Q16 Please list any additional support you receive to be the AP Coordinator not listed.**

Answered: 121    Skipped: 335

See Pages 35-36 for full responses

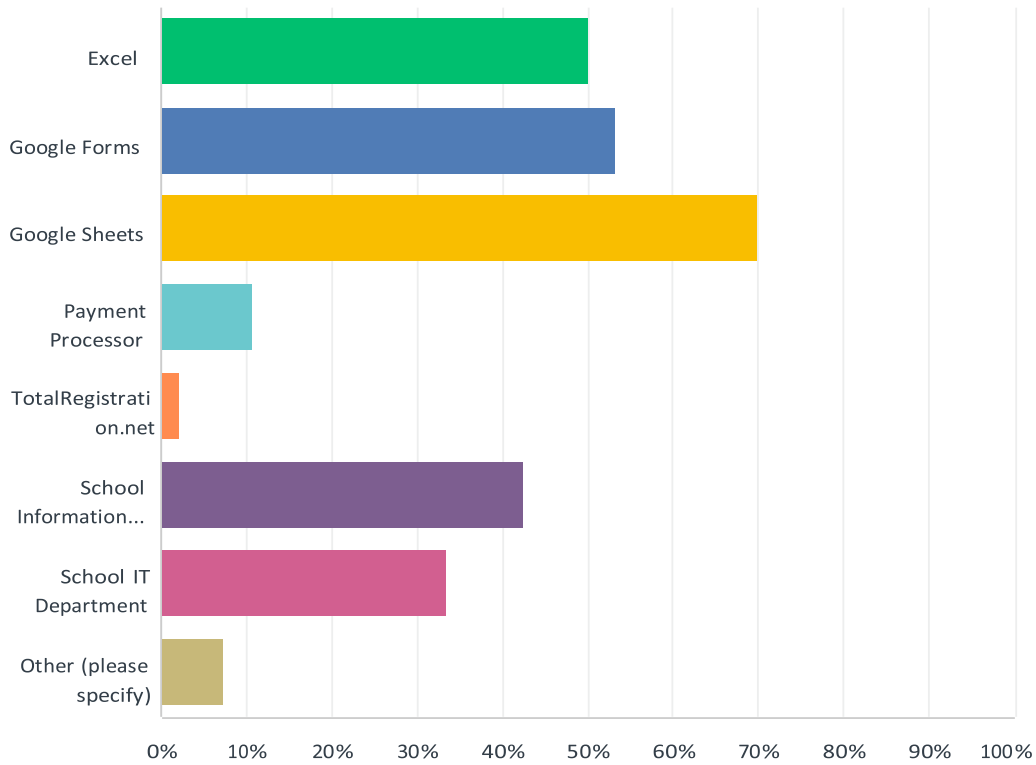
**Q17 What single thing has been most helpful to you in your AP Coordinator duties?**

Answered: 254    Skipped: 202

See Pages 37-41- for the full responses

## Q18 Please indicate which software and IT services you use as AP Coordinator

Answered: 358 Skipped: 98



ANSWER CHOICES	RESPONSES	
Excel	50.00%	179
Google Forms	53.35%	191
Google Sheets	69.83%	250
Payment Processor	10.61%	38
TotalRegistration.net	2.23%	8
School Information System	42.46%	152
School IT Department	33.52%	120
Other (please specify)	7.26%	26
Total Respondents: 358		

## Q19 What additional support do you think would be helpful for you as the AP Coordinator?

Answered: 176 Skipped: 280

See Pages 42-56 for the full responses



## Which AP Coordinator duties do you find most challenging? (Q9)

- SSD
- Time
- Planning
- Shipping
- test prep
- Scheduling
- Logistics
- All of it!
- Logistics.
- Test order
- Accomodations
- Finding rooms
- Ordering exams
- Test day needs
- Language exams
- Administration
- The whole is.
- Organization.
- Time consuming
- Student Support
- collecting money
- Finding proctors
- Collecting money
- Finding Proctors
- Collecting money
- Finding proctors
- Collecting money
- SSD Coordination
- roster management
- Test coordination
- Sending back test
- Administration Days
- Two weeks of testing
- student registration
- packing instructions
- The time committement
- schedule and proctors
- Exam ordering process
- Spring exam scheduling
- Navigating the website
- Collecting AP exam fees
- Getting students to pay
- Navigating the Website
- Required digital testing
- registration and payment
- Finding testing locations
- organizing administration
- Scheduling Exam Logistics
- Administration of AP exams
- Keeping track of teachers
- Navigating College Board!
- Ordering and course audits.
- The collection of the fees.
- all the paperwork, rostering
- Finding good testing spaces.
- Deadlines, testing logistics
- Scheduling rooms and proctors
- Scheduling with in the school
- Scheduling space and proctors
- SSD, test needing special tech
- creating proctoring assignments
- Planning and administering test
- Getting students to pay on time
- Coordinating the entire program.
- Organizing the proctor situation
- Organizing the rooms for testing
- Having students register in MyAP
- Student registrations and payment
- Finding space/facilities/proctors
- early ordering, test only students
- Organizing and administering exams
- Taking money and ordering the tests.
- Planning and organizing for test day
- Payment tracking and reconciliation
- Getting payment from students/parents
- Dealing with the collegeboard website
- Collecting AP payments from students.
- organizing the exams in between exams
- Getting students into the AP Classroom
- Scheduling proctors and test locations
- Coordinating everything for our school.
- Finding the time to Prepare for exams.
- Scheduling the proctors for each exam.
- Navigating the website. Locating info.
- Learning the process for the first time
- Helping teachers navigate their forum.
- Organizing the test/site/transportation
- The time it takes from my other duties.

- Organizing multiple exams for students.
- Organization of testing material (paper)
- tracking students who choose not to test
- Communicating with College Board support.
- Working with facilities and IT technology
- planning space, proctors, collecting money
- Navigating all of the different platforms.
- Collecting proctors, making the schedule.
- Getting students to register and join their class.
- registration on college board for students/parents
- Getting acquainted with the College Board website.
- 1. Finding proctors 2. Scheduling test locations
- space and proctors for students with accommodations
- Making sure that I have the correct amount of tests
- Getting families to follow deadlines. Communication.
- Fill out NARs and organizing the labels before exams.
- updating the teacher with changes and testing changes
- finding locations and proctors to administer the exams
- Having the students enroll and join their AP classes.
- The DAC app installation and testing for AP Spanish.
- Getting all the students to join their AP classrooms.
- Finding the time to complete all the necessary tasks.
- Making sure students stay on task with online classes
- Order test before students are sure they want to test.
- scheduling all the test in the midst of state testing.
- Getting Students to Register for their AP Exams on time.
- Fee collection and having students join AP classroom.
- All of it. It's just one more thing added to the plate.
- The extra time it takes away from other counselor duties.
- organizing all of the schedules, tests, and test ordering
- Ensuring adequate technology for the World Language Exams
- Getting the teachers set up on their side of CollegeBoard
- communication with teachers and students managing details
- Getting orders correct and entered by a November deadline
- Organization of all aspects. Working through the manuals.
- Maintaining a correct order sheet, administering the tests
- Maintaining my counselor duties during the testing weeks.
- It takes a lot of organization and time out of your day(s)
- Students signing up for AP classrooms and exam management.
- managing all of the emails that I receive from College Board
- Keeping up with all the emails and changes from year to year
- Running/collection of funds while serving as SSD Coordinator
- collecting fees from students course audit waiting on hold
- Having to do everything TWICE because we are block scheduling.
- Collecting AP Exam fees; finding proctors for all of the exams
- Getting students signed up on College Board
- Collecting and organizing payments for exams
- The stress of keeping everything organized.
- Getting access to all the different portals.
- Making sure the kids log in to their classes.
- Students cancelling exams due to mental health
- Having to navigate the portal and classes orders
- staffing and addressing conflicts with IB testing

- The sorting and packaging of materials and training proctors.
- (1) Preparing to order (2) Language exams (3) giving the exams
- Making sure everything is in AP Collegeboard Paperwork Testing
- Coordinating of location and supports for teachers and students.
- trying to be a counselor and spending 2 weeks facilitating exams
- Doing many of the tasks that were once handled by college board.
- Collecting fees, following all of the guidelines of Collegeboard.
- Collecting fees for exams/Scheduling rooms and proctors for exams
- getting students to join the course and answer yes or no for exam
- organizing who is testing each day and working with make up exams
- Collecting money for exams/getting students to join the classroom
- tracking students that drop AP classes for test ordering purposes.
- Coordinating test day procedures, finding rooms, managing proctors
- Im have other job duties as well, so it is hard to balance them all.
- Organizing test examiners during AP and EOC and SAT testing windows.
- tracking payments and making sure students are aware of the process
- Collecting money and figuring out which students will take the exams
- Making sure test orders are correct. Communication with all students.
- Ordering and management, reading the guides provided by College Board
- Making sure all students have the accommodations they need for testing
- The stress of making sure everything is properly labeled and packed.
- Finding proctors for afternoon tests and keeping up with the rosters.
- Getting the students to return information and turn their materials in.
- the whole process, no margin for error, for someone with no experience.
- Contacting College Board with students who need to access their accounts
- Assisting teachers and students with getting signed up for AP Classroom.
- Billing, finding space to give exams, and finding proctors to give exams
- Making sure the teachers are also participating in all aspects of the role.
- Recording keeping, and being responsible for monitoring payment information
- Having teachers onboard and having all students join CollegeBoard on time.
- The ordering and the fact that I have to also administer most of the exams.
- returning test materials and finding places for students to take the exams.
- Displacing teachers to use rooms and finding proctors to administer the test.
- Teacher training coordination; Collection of fees; Location and test coverage
- The duties that are most challenging are collecting the money and proctoring.
- ordering and organization of proctors, schedules, exam dates, rooms, training
- getting proctors turning off bells/announcements for two weeks at end of year
- Making sure students get registered into AP classroom and organizing the exams
- Registering students; navigating the AP website; having students agree to terms
- Making sure all teachers communicate about testing with me, and their students.
- One person being in charge of coordinating the administration of over 800exams!
- Making sure all students are registered in the APRO system and all forms are in.
- knowing which site to go to for information - mismanaged processes and procedures
- Organizing everything at the beginning of the year and collecting money/payments.
- Knowing and following so many rules. NAVIGATING THE AP CENTRAL WEBSITE IS AWFUL.

- Organizing exam orders, collecting fees, and making students understand deadlines
- Returning the exams Spanish test needs to be updated and not need the recording
- Dealing with the layers of College Board. Nothing is simple when dealing with them.
- Making sure tests are ordered on time and making sure all accommodations are loaded.
- initial set up of classrooms with teachers and getting kids to set up their accounts
- We receive too many unnecessary emails, which makes the whole process more overwhelming.
- understanding all that has to be done and when. I wish I had a calendar and a checklist.
- The most challenging part is to get students to complete their MyAP profile and sign up.
- Tracking down teachers and students from first semester to ensure they know when to test
- Payments, Follow up, Registration - Students struggling to log into their CB accounts.
- Chasing down payments and ensuring I can get enough proctors/rooms to administer the exams.
- Training was complex and not helpful; previous person in role left with no knowledge shared
- Collecting and recording funding and reimbursement checks, scheduling testing and proctors.
- THE DAY OF EXAM. SOMETHING SEEMS TO GO WRONG EVERYDAY AND CAN'T GET A HOLD OF AN AP OPERATOR
- Time commitment when sorting, organizing and searching for proctors for administration days.
- Finding space to hold the students with accommodations and finding a proctor; Makeup exams!!
- I would say administering the test, especially, making sure teachers are trained and show up.
- organizing tests, ordering, keeping up with changes to tests, AP login district requirements,
- -ensuring students don't cancel--unused fees/late fees -arranging testing daily for two weeks
- Getting all the kids to register to the College Board account to be able to order their tests.
- Finding proctors and spaces for all our test takers with accommodations. Running the WL exams.
- Time restraint before and after my normal hours on top of my other job related responsibilities
- Coordinating location and time of exam and ensuring all students attend their scheduled exam.
- Having students take a full-year comprehensive test when no college or university does the same
- coordinating with teachers, getting students to commit to taking the test, collecting the money
- Teachers aren't in alignment; AP classes have 4 total students and not required to take AP test
- Getting my staff to have students enroll in the college board program and proctoring the exams
- organizing the logistics of testing at the school (location of testing, proctors, seating, etc.)
- Getting support from school admin. regarding classes being offered and teacher assigned to them.
- Organizing registration and ensuring students complete all the pieces of the registration process.
- Coordinating with students to set up their accounts and register for exams/collecting their payment.
- Making sure students are in the appropriate place at the appropriate time with the appropriate needs.
- Keeping up with all of the changes, making sure accommodations are entered/updated, organizing exams.
- cancelling test registration in a timely fashion so students are not penalized for a cancellation fee
- Managing everything during the two weeks of the exam. Getting all the tests out on time is stressful.
- It's difficult to filter students. I wish the exam default did not automatically mark an exam as "yes".
- Ordering tests for students, and pre, post, and during test day duties are too many and overwhelming.
- Getting students to understand the process of Joining AP Classroom and then paying on another platform.
- logistics, getting kids the join codes, late registrations, arranging proctors and subs and finding spaces
- The early exam registration is challenging. Managing the students who cancel their exams is a lot of work.
- Making sure the students are enrolled and have selected their exam. Also, constantly checking the rosters.
- There have been many students who have had issues getting registered or getting back into their accounts.
- Getting students signed up for the test, collecting payments, communicating with parents, proctoring exams
- Getting commitment forms turned in and ensuring all students are in college board who are taking an exam.
- Organizing the logistical aspect of testing as many students as we do and ensuring accommodations are met.

- Navigating the website...you end up going in circles and are taken back to the same page over and over again
- Administering the test is overwhelming and the wait times to access help from the call desk is unacceptable.
- Getting staff and students to internalize expectations and procedures to promote success is very challenging.
- Finding enough space within the building for students to test. The 4 foot rule makes things very challenging.
- Nobody reads, listens, follows instructions, or understands that other people exist in the world besides them.
- Finding time, being acknowledged for all of the extra work and adding to my required duties/responsibilities
- making sure all of the students are enrolled in My AP classroom in order to get them registered for their exams.
- Payments. Keeping up with who has paid for what and then putting that information in the College Board website.
- All of them because I have never done this before and the only guidance I have is 1000 emails from College Board
- Relying on students and families to meet the deadlines, despite all the meetings and communication the school does.
- Working with the teachers to help kids register, working with families to see if they are eligible for fee waivers.
- The deadlines and test dates. I wish that NMSQT could all be online. It would less stressful and time - consuming.
- Ensuring that the tests are ordered correctly. I worry ALL THE TIME that a student should have a test but does not.
- Getting teachers set up, trying to contact College Board for support, proctoring or getting proctors for assessments
- Collaborating with teachers to ensure students are registered in AP classrooms, transiency and transferring students.
- As a school counselor, I don't have the time I really need to completely focus on all realms of organization and such.
- Staying up to date on procedures and tracking who is/is not taking the test and that they understand the fee requirements
- Communicating with teachers, students, and everyone else. Making sure that the communication goes out in a timely manner.
- I must now do all roster organization since AP wont allow a secretary to access an account without being an AP coordinator
- finding time to proctor the exams. Making sure everyone is registered and who is not. Making sure everyone paid the money.
- Securing enough test administrators. We are also giving state-mandated end-of-course exams during the same testing window.
- That it happens in May and takes me away from my students for many many hours at the one of most crucial times of the year.
- administering AP world language exams; Making sure order is correct due to not being able to order additional exams if needed
- We are preparing for our first AP class next year, so I have been "shadow" preparing by following along with the emails I get.
- All the exams in May. I also do IB and our school runs EOC at the same time. Would be great to have exams in December/January.
- Administration - very worried how I will do this with all of my other duties as a Director of Guidance with a student caseload.
- I believe the process is very well organized by AP Central but if I have to pick one it would be returning the test materials.
- Finding space to test all students in manor in which the AP dictates and in the less disrupting environment. Finding proctors.

- navigating website, confirming all required documentation is complete (requires multiple people and reviewing multiple screens)
- Using the website and contacting customer support when trying to find an answer to questions. Everything is all over the place.
- Chasing down students to sign up, Getting accommodations applied for and approved, having to contact CollegeBoard for an answer.
- The deadline for ordering - November 15. Also, the cancellation fee of \$40.00; extremely punitive, and causes me a lot of angst.
- The amount of time needed to gather the students who wish to take the exams, to collect student fees, and to administer the exams.
- Being a first year coordinator, It is hard to predict what I need and how to handle procedures and protocols at the school level.
- The stress if you make a mistake you have to pay money to fix it. Finding proctors for the exam, then finding a space for the exam.
- Proctoring all of the AP Exams and ensuring teachers, who I have no supervision over, complete what they need to in a timely manner.
- Making sure the students are registered for the AP sections. Administering the exams. It takes away from my other job in the school.
- Giving the Spanish test. It drives me crazy, because we can't try the CD before the test. I wish the entire test was on the computer.
- Setting up rooms and proctors as they displace other classes during the day while providing a quiet testing environment for students.
- Collecting AP money, creating PRs for exams, dealing with unused testing fees, coordinating students taking exams and teacher rosters.
- Coordinating enough proctors and rooms for students with accommodations and adjusting proctor scripts for students with accommodations.
- Timelines, dates of tests can be challenging as we are also getting ready for graduation, the whole process is extremely time consuming
- Since all AP exams are during May each year, school counselors are tasked with making sure the seniors graduate and other testing duties.
- We have had COVID funds to cover cost the past two years - I am overwhelmed at the thought of collecting fees again next year for 500+ exams
- Finding Proctors, executing tests-especially language and those with accommodations, the time needed for it and not getting paid or recognized.
- Having to let our counseling duties slide while we are out for 2 weeks. Also finding spaces where we can proctor the exams outside the school.
- When students are late adds to AP Classroom, I wish there was a notification system to alert me on my end so I know to check their exam status.
- All of it because I don't perform the duties that often. I always have to call customer service. It's confusing with login and finding information.
- The paperwork and constant influx of information. Always needing to make sure that this deadline is met or that this is being done. It is nonstop.
- Trying to use your website-it is not easily done when those you call for assistance cannot assist you. It took months for a problem to be resolved.
- Planning for both STAAR assessments and AP exams, while at the same time running IGC meeting for seniors and planning graduations and semester exams.

- Arriving in September and playing a catch up game. Several duties are recommended/expected to be done during the summer months when I am not working.
- Coordinating those that will and will not take exams and then just scheduling everything to fit in the school building during regular school session.
- Keeping up with all the changes every year. Being forced into ordering exams in October. Collecting fees from families for their cost in the exams.
- Unrealistic ordering deadlines in November, students being penalized for cancelling the test before the 1st marking period of the course even finishes
- Registration, scheduling, finding proctors, taking time and space out of the regular school day, and the large number of expectations around coordinating.
- It's challenging to manage the tasks because I'm a counselor and there are a lot of mental health needs students have that demand my time and take priority.
- Making sure students remember their College Board account so a test can be ordered. Takes so much time calling CB to reactivate accounts or reset accounts.
- Ensuring students are registered in AP Classroom. We have courses online through NCVPS and have to coordinate with teachers to ensure students are enrolled.
- Finding space, finding proctors, putting aside all other job duties to organize and administrate exams. Finding separate spaces for students with disabilities.
- This is my first year with the Wauwatosa School District and there is no system in place to collect payments. The system we use leaves a lot of room for error.
- registration, payment collection, reconciliation, making sure students follow through with procedures, FINDING PROCTORS, filling in proctoring when problems arise
- Getting students to do what they need to so I can make sure the order is accurate, working with administration on last minute requests that make testing difficult
- Full collaboration with teachers. Sometimes the teachers can be overly anxious and lack understanding of how much it takes to organize and run a program of our size.
- Getting students into their accounts when they are locked out and not getting help from AP services when a student does not know their secret code. It's frustrating.
- Ordering and keeping track of who has dropped, transferred, etc especially since there are fees. Seating charts, accommodations, NARs, student account access, etc.
- The website is not user friendly. You cannot filter in the website to input into information like the lunch status. Having to do things individually for each student.
- Making sure that all of our students are getting equal access to the testing opportunity - I feel like teachers do not do as much as they can to help with this process.
- Ordering for each specific student. Gathering/notifyng student and parent about fees. Ordering so early in the school year. Finding locations/proctors for all the test.
- All of them. Students not remembering their passwords and security answers. Counselors should not be AP Coordinators on top of their other duties. Preparing for the exam.
- Arranging locations and proctors for the actual exams. The large classes require a large number of proctors that is difficult to arrange while school keeps going as normal.
- With the number of exams that we administrator, it can be a challenge to keep up with all of the items that go along with ordering (enrolled/unenrolled, free/reduced, etc.).
- Making sure that all regulations are being followed and there are a lot. Also different exams require different preparations and it's difficult to remember what is needed todo.
- Collecting payments, tracking down fees because the deadline is SO early, getting students to commit, being organized throughout, keeping track of payments, accommodations, etc.

- Helping students sign into AP Classroom if they have made a mistake when creating their account, keeping track of student enrollment changes (into an AP class, out of an AP class)
- I think the primary reason I find the role challenging is that it was dropped on my plate in February when the previous coordinator determined to no longer be responsible for the job.
- Tracking students down to find out their interest in taking the test, signing up for the test, and paying for the test. Then I am also a proctor so getting all the testing sites ready.
- Getting students and teachers to communicate in a timely manner. Managing all of the dates, expectations, and requirements in addition to all of my other duties as a school counselor.
- Getting the teachers to register their classes. There is a lot of unnecessary time spent checking registration because they don't walk around and make sure that their kids are registered.
- Figuring out how to provide accommodations to students within the confines of our facilities and staffing issues. Having to be on campus on Saturdays and Sundays just to get the work done
- Finding proctors for multiple large exams on the same day (US History and AP Euro). This coupled with several students with accommodations means we need a total of 7 proctors for 2 exams.
- getting students signed up for the exam since we can't do any of it ourselves if a student isn't logging in and putting in the code and the login process can be really challenging sometimes
- Coordinating with the students and families pre-ordering. It is a lot of information to keep straight with so many test options. You just have to be organized and keep your ducks in a row!
- Teachers do not use AP classroom, students who don't sign up but then want exams last minute-no one wants to proctor at 7:30am I am expected to do more than any other person in the building
- Coordinating the tests because I already coordinate all of the state testing, so this is just one more test especially at the end of the year when I am trying to do a thousand other things.
- Trying to fulfill the demands of meeting my 300+ student caseload while also coordinating this service is challenging. As a stand alone, being an AP coordinator would not be as time-consuming.
- The disconnect between CollegeBoard and the realities of student financial situations, along with the weird logistics that comes with AP (why doesn't AP just collect payments since they do everything else)?
- Meeting IEP accommodations, properly tracking test materials onsite, tracking students who have signed up for the exam then change their minds at the last minute (or vice versa), and returning them post-test.
- The demands CollegeBoard puts on educators is frustrating and time consuming especially that the deadline is in November. The tasks I need to do for CB take away from my real job as a high school counselor.
- Since I am also the school testing coordinator (among many other jobs/duties at my small school), scheduling all of the tests/exams to be as minimally disruptive and causes the least amount of stress for students.
- Your systems do not give introductions that are clearly defined to the newest coordinators in the bunch, which I am. A better defined path with a coach or mentor would possibly be better for newbies such as myself.
- Coordinating testing rooms, subs (all at the end of the year) , and AP Language exams! My proctors run far and fast if they think they are going to be assigned a language exam. They are intimidated by the technology.
- All of it. The hardest part is coordinating all of the exams with minimal staff to be able to administer those exams becomes very time consuming to register stay on top of and coordinate everything on top of other job duties.
- Communication with over 850 AP Students. I do my best to utilize Canvas, Email, AP Teachers, our weekly bulletin, and more but it never ceases to amaze me how students/families still claim to have missed out on information haha.
- The issue I have is that I am an Assistant Principal, the role of the AP coordinator has become a full year job and has evolved to become much more work than it was 5 - 10 years ago. It is not able to be managed in the same way.



- Collecting fees and dealing with the College Board. For instance, today I got this survey emailed to the coordinator, yesterday when I tried to get access to Test Day Toolkit, the reply was, sorry, but you are not the coordinator.
- 1. Collecting exam fees in November when we have only been in school for like 8 weeks and kids don't know if they want to take the test. 2. Organizing the exam space (clearing out the actual rooms, ordering enough tables and chairs)
- \*Getting students to sign up/presenting the information \*Collecting fees \*Reading through the AP Coordinator Manual \*Making sure teachers have given students the join codes prior them signing up for the test \*Organizing Proctoring
- the origination of it all - making sure I have a testing room, making sure all teachers know, students know, all accommodations are correct, making sure I am doing everything correctly the day or and leading up to the day of the test, etc
- Developing a test plan and carrying that out for two weeks is the most challenging part. Two weeks is a very long time when you are still responsible for other duties. I am also a school counselor. We do not have a Testing Coordinator at my school.
- Multiple exams in the same day, cross referencing students testing with the exams they're taking, managing student information, having enough proctors, managing the additional parts (uploading results for Spanish Lang, managing set up of the programs)
- Getting all the kids to register for the class and the test. They can never remember their passwords or usernames from year to year (or month to month) and getting reset is a nightmare. And calling collegeboard to get them to help is also a nightmare.
- For an Assistant Principal to be also the coordinator, it is very challenging with all the roles and responsibilities as an AP. But staying on the teachers to make sure students are registered, those registered match the classroom rosters, double checking behind them.
- Making sure all students taking tests have paid for those tests is challenging.. During testing week, the work I normally have to do still exists. I'm involved with testing all day, then still have to do my regular work, too. Most testing days I don't get home until 9 or 10 p.m.
- Coordination of AP site and the SSD (Accommodations) site Coordination of teachers/students of registering and then paying for the tests. Tracking when students are enrolled in multiple AP Classrooms, but they are only taking one or two specific tests and then coordinating payment
- It is all challenging. From the communication with students and families, to payments, finding proctors, finding space, finding time to organize everything. It takes all year to get ready for the May exams. And it is just one of many of my job duties for my building and district.
- Dealing with college board. Not compensated for the work. It's in addition to my full time job. There is no one in our district whose job it is. The college board puts a tremendous amount of process on the school. Staffing facilities coordination communication monitoring etc.
- payment for students, etc. outside of high school, planning getting around to classes that haven't signed up etc., having to check in that students have received the correct info, making sure students have applied for accommodations in time, contacting collegeboard and being given different information
- Registration and Payment. I do not understand why College Board has students "register" on the College Board site, but does not collect the money themselves. A streamlined system of registration and payment all in one place makes more sense than multiple sites keeping track of registrations and payments.
- I am a co-coordinator with another school counselor. Having to find proctors is by far the most challenging part (we still don't have enough). It would be much easier if testing was a little later, after local college students arrive home. It is also very time consuming (and stressful) to take payments and issue refunds.
- At first it was learning where to find all the information and steps that I needed. There was no onboarding process at my school and I had to figure everything out by trial and error. Finally, this third year I think I have the

hang of it and the most challenging part is communicating with students and families, and getting students to meet deadlines.

- As this is my first year, the only challenging aspect I've had so far is ensuring that the correct students are in College Board after class changes, withdrawals, new students, etc. Many students did not follow the instructions given by their teacher so I had to track them down before the deadline and sit beside them while they got their information in.
- The sign-up deadline is in November. This causes backtracking. In addition, there was a TSDS ID number that caused a significant amount of confusion. Many students had to log back into their accounts and change to their correct IDs. Lastly, since the test is free to students, they want to add and drop at anytime causing an extensive amount of paperwork.
- Everything is stressful. Finding and setting up testing rooms. Getting Proctors. Organizing and storing of the exams. Late exams. SSD exams. World Language exams. AP Audit. Irresponsible parents and students. Managing AP Registration and Ordering. Sending back the exams. Contacting college board. Ordering exams for students who miss deadlines. Early mornings! You name it!
- Getting the students to join the class. If they mess up it is very frustrating to deal with College Board Customer service. The students don't know what to ask and they won't talk to me. Which I do not understand because when the pre-coded with paper and pencil we saw all their info. Not sure why it has now become a FERPA thing. They are kids, the adult should be able to talk on their behalf.
- 1. Making sure everyone that is taking the exam is marked as a yes and those not taking it is marked as a no so they don't get charged extra fees. And students don't randomly join MY AP Classroom and change the order after the deadlines. 2. Setting up for the actual exams (finding proctors, highlighting directions, setting up for world languages/music theory, and finding classrooms/space for students to take exams).
- I received one period during my teaching schedule to coordinate the AP Exam, which was not enough time to do everything I needed to. It was challenging to 1) Track down students that didn't sign up for "MyAP" 2) Track down students that didn't select "Yes" or "No" for the exam. 3) Find the proctors & testing facilities for the large number of students testing. 4) Lack of support from district & site admin that oversees AP Testing.
- Making sure all students in AP courses in person or online are enrolled in the AP classroom for the course or courses so the exam can be ordered. Checking before the deadline to see if students have dropped a course or transferred out of our school so that we are not charged for the exam. We are administering a digital exam for the first time this year so I am feeling a lot of stress about this and hoping we do not have any issues.
- Registration in the beginning of the year is difficult. It is hard to find all of the students. Also, the CollegeBoard platform for registration isn't really student friendly. I have to support teachers and students in the beginning of the year due to many log in issues. Also, I am the AP coordinator, but I hold most of the Admin roles as well. It is frustrating when I need support from CollegeBoard, but I can't get any even if my principal were to call with me.
- Every other organization I work with collects their own fees directly from families and keeps their own data base of who needs to order and follow ups. Myself and my assistant do all this work for the college board and it is extremely frustrating. For-profit exam companies should not exist in public education. Often when I call for customer service I either get someone who is helpful or someone who barely speaks English and has extreme difficulty helping us. It's always a gamble what is going to happen.



- I don't have a choice
- It's apart of the job
- Wishing for more help.
- perfectly fine with it
- Ok, I know how it goes now
- I have to do it-no choice.
- It is part of my job duties
- I want to be AP Coordinator.
- I'm not looking forward to it.
- I don't have much of a choice.
- I am not looking forward to it.
- I have no choice int he matter.
- I know that I am able to do it.
- More confident than this year.
- Anxious about the online switch
- I am happy to continue my role.
- Not my favorite time of the year
- Looking forward to the next year.
- I wouldn't have it any other way.
- I'm not sure I want to do this.
- Just part of my responsibilities.
- Just another year of experience.
- Not sure if I will accept the duty
- Hopeful I will do better next year
- It is one of the duties of my job.
- Overwhelmed, but I have no choice.
- I dont have a choice, its required
- Fine, I am use to the process now.
- Excited to continue to learn more.
- It is what it is. I am used to it.
- It has become a fine-tuned machine.
- I am comfortable with the position.
- I'll have more experience, so better?
- Better prepared than I was this year.
- I do not want to continue in this role
- I'm okay with being Coordinator again.
- It is a part of my job/ an expectation
- ok- but this should not ve an uncompensated position
- I take on the challange with a professional attitude
- Each year gets better--continue to improve processes
- I don't have a choice / it's part of my assigned job.
- I have developed systems and procedures so I am fine.
- Concerned. It has to be better than this year, right?
- I don't have a problem with it as I am my school's STC.
- It will be my final year. I need to help train someone.
- I don't have a choice
- Much better prepared.
- Next year will be better
- its part of my job duties
- Slightly better prepared
- More work, no compensation
- It is not something I enjoy
- It's okay. I'm used to it.
- I am loking forward to it.
- I have been an AP Coordinator since 2014
- I am excited for opportunities to improve
- It is what it is. No feeling either way.
- I like it now that I know what I'm doing.
- It will be an easier process the 2nd year.
- It's fine, if they take away another duty.
- I feel like this year will prepare me well.
- It's part of my duties, so it is what it is
- After coming up with a plan more relieved.
- It is expected as part of my counseling role
- I am ok with being an AP Coordinator again.
- It's part of my duties, so I'm fine with it.
- I hope that my second year will run smoothly.
- unless compensated properly, I do not like it
- Not a fan of AP but the district is committed
- It's fine because I know what to expect now.
- I'll feel better next year after doing it once
- Enjoy it overall, so am looking forward to it.
- I feel great about being the coordinator again.
- I like do it, but I hate dealing with the labels.
- Each year I learn something new. It will be fine.
- Should be more a more efficient process next year
- I am excited because now I understand the basics.
- I have been doing it for a while; I am used to it.
- I will know more next year and be better prepared.
- I have become better able to mitigate the nightmare
- It is not one of the job responsibilities I enjoy.

- We are a very small rural school and we wear many hats!
- overwhelmed and nervous about how online testing will go
- It is part of my assigned duties as assistant principal
- Better prepared but the system still needs improvements.
- I am happy to do, our students need someone in the role.
- It is a duty that is assigned to me, someone has to do it
- It stinks, but they can tell me to do whatever they want.
- I feel that it is challenging, but a rewarding in the end.
- don't mind it. i prefer paper/pencil testing over computer
- Fine. I do not mind the work, and like organizing things.
- It's not compensated, so I feel like I'm taken advantage of
- I want to do a better job and learn more about coordinating.
- I am undecided at this point if I will continue in this role
- I am fine with it. It does become a little easier each year.
- I look forward to continuing and learning more with each year.
- I feel that there is no one else willing to take over the role.
- I think I'm getting the hang of it. Just don't change anything!
- It is part of my responsibilities as a school test coordinator.
- I believe it needs to be someone other than the school counselor.
- I know what to expect so I'm better prepared for the challenges.
- Not excited, but there is no one else at our school who will do it.
- It is time consuming in addition to all my other counseling duties.
- I am still relatively new, so I hope to have better systems in place.
- It has always been part of my responsibilities so it is what it is...
- For the benefit of students, I am willing to do whatever is necessary.
- I am not pleased - I am trying to get help - principal is working on it
- much more prepared and have things that I would like to do differently.
- Conflicted. It's really not worth the stipend, but I need the extra money.
- A little bit of dread but know it is worth it for our school and students.
- I would rather not but I'm not sure who else will be willing to take it on.
- I am on board since I am feeling more comfortable with my role as time goes by
- I am hopeful next year will be easier since I will have a year under my belt.
- This job is overwhelming in addition to all my other duties as school counselor
- I enjoyed being coordinator for the last 10 years, I would not mind continuing.
- I'm definitely not looking forward to it, but understand it is a required duty.
- I don't want to do it but it was delegated to me so I don't have much of a choice.
- Fine. At this point, I feel I have a good grasp on how to do everything necessary.
- This was my first year, now I have a better understanding of what needs to be done.
- I would love for someone else to do it, seeing as it takes up so much of my time.
- I know what to expect next year and will give myself more time to accomplish everything.
- About to retire but would not mind proctoring exams in the future if we are compensated.
- Need to do more of the trainings- we have had so much turn over in our testing department
- I wish that we had a checklist of exactly what to do when and clicksheets on how to do it.
- I have worked closely with AP as both coordinator and as a teacher so I am accepting of it.
- I am ok with it. I know what I am doing now, so I feel comfortable with the responsibility.

- I understand the process and will be trying new procedures on how to streamline the process.
- Divided, I like the teachers and students but it takes so much time that I don't really have.
- I'm more looking forward to it since I will now be aware of what is required and needed from me
- I am sure next year will run smoother for me as I better understand all of the pieces involved.
- Fine. I love advanced students and this gives me a chance to work with those types of students.
- I enjoy being an AP Coordinator because each year I feel that I learn more and get better at it.
- It will be better next year than this year as I have another year to learn the needs of the role.
- It's part of my job. I don't have any feelings about it. I have to do it, so I will do it well.
- It is a part of my position, so I know what I need to do to make sure that I get it accomplished.
- I don't like it. It keeps me from doing the job I was hired to do. I am not a testing coordinator.
- I am fine with it but am planning to pursue a supplemental contract to be compensated for my time.
- I am fine with being the Coordinator again. I hope to have a better handle on what duties are mine.
- It brings me stress, and I continually think about what I can do to make that part of my job easier.
- I work in a small school so, I have to take on extra duties and I know this one among others is mine.
- Neutral. It needs to be done and I am an organized and efficient worker, so I will get it done again.
- I enjoy the job, but its time consuming in addition to the duties of my regular, everyday position.
- Unfortunately, it comes with my job but I am not thrilled about all of the extra work that comes with it
- As a former AP master teacher, I look forward to continuing to help students achieve through the AP Program.
- I prefer it because I am very organized and my secretary is also very organized so we work smoothly together.
- It is part of my job, so I have no say. I do take this seriously though, because students rely on the scores
- It should be better having a year of experience and knowing what to expect and how things work in my district.
- Even though it is frustrating and time consuming I do enjoy most of it. I have been doing it for over 23 years
- If yes, I wouldn't mind coordinating. After three years, I am comfortable with expectations and job requirements
- I have been doing it for so long I have it on auto pilot but would gladly pass it on to anyone who would want it.
- I am ok with it, I have put in a lot of work to set up systems that make the steps easier for students and myself.
- ok. I am pretty established and have been doing it for years. It would be very stressful for someone else to take it
- Now that I have been doing a few years and that we have moved to online, it has not been as stressful or time consuming
- I didn't want the duty as it is outside of my job description, therefore would be happy to hand it over to someone else.
- I am excited. I have learned a lot this year so far, and I plan to use those lessons to help with planning for next year.
- Fine. Time has made it easier to understand how to navigate the website which is the most frustrating part of the program.
- I'm feeling overwhelmed with all the demands of being a school counselor with all of these additional indirect student services
- I feel the more I do it, the easier it will become. This year as been less stressful, so I am hopeful next year will be the same.
- I wish that there was someone else that could do it, because I already have so many responsibilities on my plate, but there is not.
- I do find the work rewarding because I care about creating the best test environment for my students. It is a lot of work, though.
- I feel that I will be in a better place as far as my understanding of this project and hope to impact the program in a positive way.

- My job as an Assistant principal requires me to be and do so many other things that it is extremely difficult to continue to do this.
- It honestly wasn't my choice to take on this role and I don't agree with many of the College Board's tactics when it comes to testing.
- I already know what I plan to change to try and make things go smoother as I expect around the same number of students testing next year.
- Fine, would like CollegeBoard to create a system where students can pay for AP Exams through COLlegeBoard and take the schools out of it.
- I'm okay with it. I've learned a lot in the two years I've done this. And my principal is super supportive and involved, which helps a lot.
- I would happily give it to someone else if there were someone that I could give it to that I thought would take it and would do a good job.
- It will be my last year as I am set to retire, so I look forward to working with my future replacement in order to help her learn the ropes.
- This will be my 3rd year. I believe I can do it for 4 years, and then need to move on. With that said, the teachers and students need consistency.
- The only perk is I have done it so long that I know what I am doing and how/when to do things. I enjoy spending time with the AP students and teachers.
- I'm getting close to retirement, so now I'm thinking about how will someone take over what I have finessed into a 'well oiled machine" after 10+ years.
- After completing my first year as AP coordinator and implementing new processes for our school, I am confident the next year will be an easier year for AP.
- Unhappy-I am the Director of Guidance and I have many other responsibilities, and managing testing for 922 exams takes up all my time for three straight weeks.
- I am most familiar with the duties but it is an extra responsibility that I am tasked with, my plate is already very full and being the coordinator is a big job.
- I was the Coordinator this year for the first time after several years of not doing it. The new online information makes it easier, but it is also a lot to learn.
- I love AP and I love being coordinator. You'll see that my feedback for College Board is less than positive, but I still very much support their work and value AP in my high school.
- It is not at the top of my priority list. The College Board website is very confusing and not easy to navigate. Contacting support is difficult. It tends to take me away from other duties.
- It's part of my job, so I'll do it- but I don't understand how/why College Board doesn't pay coordinators. AP testing is easily 90% of my job during the last two months of the school year.
- I'm glad that I'll have a better idea of what to expect since this was my first year. I don't look forward to all of the time it will take me away from my other duties and responsibilities.
- I have spent 3 yeas learning how to do this job; it would be a waste of time to transfer those responsibilities to someone else, especially since we plan to expand our program by at least 3 courses.
- I feel OK about it. It is my collateral duty so it doesn't matter how I feel, I have to do it. But it would be nice to get something in return for the time and work I put into being an AP Coordinator.
- I am not very excited about this responsibility. Since Covid, we have a lot more students with mental health issues and academic struggles so being the AP Coordinator takes my time away from students who need my help at school.
- I only have a couple of years until I retire, I hope that they give me someone next year or the year after to train (and to help me), so there isn't such a huge learning curve for the next person--I was completely unprepared for any of it.

- I will know more since this is the first year I have been the coordinator. I will have a better understanding of processes; however, unless something changes - the website functionality will still be a frustration I will have to work with.
- Every year it gets a little better. I would love it if College Board would provide a December testing window for students that are on the block schedule. We can only run half as many AP courses because students do not want to take the course in the Fall and test in the Spring.
- I know what to expect so it helps. Being the Coordinator is overwhelming because I am a high school counselor so I feel like I don't have time for my seniors who graduate at the end of May due to being tied up with AP testing. So for 2 weeks in May I feel like I am not able to assist my students with last minute questions and credit recovery.
- TR was great and I begged to have our district adopt the platform. I've been extremely pleased with it. I think my life in May is going to be so much easier with printing rosters and tracking who needs a makeup exam. I did all of it by Google sheets and sending emails via School Messenger. I'm also the testing coordinator for state testing (SAT, PSAT 10 and PSAT 8/9) in April so spring is really busy.
- Not willing to do it. It is a full time position at a high school. SAT and PSAT in the fall takes 6 weeks to support. AP is the rest of the year. Plus AP registration and teacher support on the fall takes weeks. If we were supporting IEP and 504 parent support in applying accommodations. With 400 students qualifying for services at about 4-5 hours each to apply and document...that's 280 days full time support just for accommodations. The testing process is another.
- I think it gets easier each school year because I get more experience going through it as time goes on. The work feels less overwhelming overtime. I wish there were some features that would make it easier though - for one, having students being able to buy the AP Exam directly through College Board would be a HUGE time saver and for the additional funds to deposit into a bank account of the school's choice. It would help with budgeting too etc. Then we wouldn't need to double and triple check whether students bought or did buy an exam / whether they are or are not registered etc.



## If you will not be the AP Coordinator next year, can you explain why not? (Q12)

- i am
- i wish
- Retiring
- Retirement
- Retirement
- Retirement
- I will be.
- School reorg
- Different Job
- I am retiring.
- Not applicable
- Leaving education
- decision not made
- resigning position
- Changing of positions
- I will be training another counselor as I'm retiring
- IF I WASN'T RETIRING, I WOULD WANT SOMEONE ELSE TO DO IT.
- Unless I am able to transfer responsibility I will be again
- I will have a case load of students, which I didn't before.
- Not enough support. Teaching schedule makes it very stressful
- I am planning to move into a different position in my district
- The testing coordinator will assume the role of AP Coordinator.
- New staff taking on bc I have a child who will be enrolled in AP
- I am retiring-and I hope to be able to coordinate AP exams as a consultant
- I am filling in for our counselor who is out of the district on leave in May.
- Our school administration would like a counselor to take over and not a teacher.
- I will be retiring and don't wish my duties as AP coordinator on the next hired counselor.
- It is out of compliance with state law and guidelines for counselors to be AP Coordinators.
- As a 30-year veteran, the responsibility of AP Coordinator may be passed on to a younger colleague
- After 15 years I need a break, it has become too big of a job considering the other tasks/part of my job.
- You have created a monster that schools cannot support in this environment. The only one who benefits is College Board
- It takes up too much of my time away from students. There is also no reward or gratitude from staff for all of the efforts.
- If they have someone else it will be because I am not doing it again without getting additional money and I don't have time for the role.
- It needs to go to someone who is organized and who does not have anxiety. This should be a one person job in which that is all they focus on.
- New administration feels that it would be better for me to stand in the commons and direct traffic than to focus on supporting advanced studies.
- I am a School Counselor and am hoping to have testing removed from my duties as they do not align with ASCA standards for School Counseling duties.
- If I am not, it is because the district is changing policies to where Lead Teachers/Ed Coaches cannot be the coordinators, only those in the guidance department.
- I will definitely be.
- I am leaving our campus.
- Leaving the school system
- I am filling in for someone
- Need someone new to learn the ropes
- Leaving for a new job in a new district.
- I'm not sure if I will be doing it again.
- I will be the coordinator again next year.
- After 15, our IB coordinator is taking over.
- My daughter will be taking AP exams next year
- I am transferring to another school next year.
- We will not be offering AP courses next year.
- Another counselor will be taking over this role.
- Duties are hopefully going to a library para pro

- I don't have a choice, or I would not be the AP coordinator next year because I need that time administering and planning the exams do tend to my other job responsibilities.
- During the two weeks of AP testing being the Coordinator takes away from my job as School Counselor. I am not really able to see or support my students during those two weeks.
- I was promoted to Assistant Principal at another school. The other school counselor will be the AP Coordinator for the upcoming year. No AP courses were offered this school year.
- I feel that someone (not an Assistant Principal) should serve as coordinator and Administrator can serve as AP Administrator. Someone who is not consumed with so many other responsibilities.
- I absolutely hate it. I hate that I can't teach or tutor kids, I hate how I'm treated by my admin and staff. I hate how many hours I have to put in outside the school day. I hate how I have to spend my own money for supplies.
- The period I received to be the AP Coordinator was not enough time to get the job down. I found myself working on AP Coordinator tasks outside of the one period I was given. I didn't feel supported by my district and site admin that oversaw AP Testing.
- AL399:AL456le is the compensation. While I really feel the compensation is fair for the hours, it is generally a job that requires burst of extreme effort, time, and stress. Those bursts (like first wave of registration and test time) can be extremely stressful and in those moments it's like "is it worth it". So far I have found it to be, but I believe other coordinators would disagree.

## Please list any additional support you receive to be the AP Coordinator not listed (Q16)

- Proctors
- AP Teachers
- Staff support
- None honestly
- I don't get any.
- NO ONE HELPS ME.
- Part-time assistant
- admin team assistance
- College board customer service
- None. No support. On my own.
- Files from previous coordinator
- Secretary Campus GT Specialist
- Support from admin and our PAC.
- Logistics and set from custodians
- Help from our testing coordinator.
- District director help is excellent.
- None-sometimes not even a 'thank you'.
- Counselors, career coach, case managers
- Associate Principal, District, wing clerk
- Assistance from the Lead School Counselor.
- Proctoring, Administrative Assistant tasks
- other counselors help proctor and administer
- I get sub coverage when testing time occurs.
- State trainings and reminders about deadlines
- I get an extra prep period to be AP coordinator
- Our fee person collects the money for the exams.
- District AP coordinator assists with student issues
- some when it comes to set up for exams and proctoring
- I have an administrator that helps me with some duties
- AP Coordinator workshops, email updates, and webinars
- Sped. Coordinator helps submit accommodation requests.
- I received support from one of our assistant principals.
- An AP teacher helps with what she is allowed to help with
- We have an assistant principal who helps with day of duties
- Recognition of the importance of the role by administration.
- remaining counselors and administrators in terms of proctoring.
- Help with administering the large exams or exams that over lap.
- We have a very knowledgeable teacher and a new counselor as additional supports
- Our counselors administer the tests. I just have to coordinate everything else.
- The district contracts 2 retired teachers to assist with AP testing which helps.
- I have a teacher with a release block and their duty is to assist with all things AP.
- Other than the emails/podcasts from College Board and the AP Coordinator Manuals, none.
- I get some support with test administration when there multiple tests being administered.
- My department will step in for an exam when they can, but I am almost completely on my own.
- My administration works with me every year to ensure that we have appropriate space for testing.
- I have some help proctoring but also have to proctor many exams myself due to the teacher/sub shortages.
- I receive no support.
- I can hire Proctors.
- Gift card for dinner.
- my secretary bookkeeper
- Counselor and AP teachers
- I take care of most of it.
- Maintenance brings us tables
- Counselors help with testing

- I have a fabulous registrar who helps in SO many ways. We work well with our business office for student payment
- I would call into College Board at times to receive help and ask questions. Waiting for a long time before speaking with someone
- We receive 1-2 substitutes on testing days so that teachers may support me by giving exams to their non-certified subject areas.
- The Special Ed staff deals with submitting requests to the College Board SSD department, other than that, I deal with everything.
- I hire a retired person to help me coordinate the testing during the two testing weeks. I still have to oversee all of the testing.
- My fellow colleagues have been great in helping where I need. A lot of the things I have to do, can really only be done by one person.
- Another AP Coordinator and I administer exams together when we offer two Calculus exams. She proctors one room and I proctor the other.
- Making Frequent Calls to the Collegeboard to verify that I entered the correct Information and have completed all required information regarding APRO.
- None, and the College Board website does not make the responsibilities associated with the role any easier. The constant having to log into each page is redundant.
- District testing info meetings. Volunteers for proctors. Tech support for language exams. Custodial facilities for gym set up for 300 desks. Also means losing gym capacity for 3 weeks.
- I have a counselor and SPED teacher who help with organizing for testing. JROTC also assist with setting up tables and chairs for testing. Our local church also helps with off site testing and setup.
- Other Counselors assist in giving the exams. Office staff helps with money collection. Supervisor helps with getting the scores out to Administration Tech helps prepare computers for digital testing
- The other two school counselors in the office help me administer all of the exams. During that time, other staff members in the office have to help with our school counselor duties while we are administering exams for two weeks.
- For now I have the ability to immediately contact the previous two AP coordinators for guidance on tasks that I am unfamiliar with. One of our VPs are responsible for assessment success at the high school, so she is often available for planning of events.
- Ability to pay substitute teachers to proctor.

## What single thing has been most helpful to you in your AP Coordinator duties? (Q17)

- Manual
- Manual
- nothing
- Nothing
- Not sure
- Trainings
- Trainings
- Longevity
- experience
- Wing clerk
- experience
- AP Hotline
- experience
- none really
- Amazing teachers!
- Other local staff
- The AP classrooms
- My co-coordinator
- Total Registration
- Other coordinators
- Clerk assistance.
- Some of the videos
- Co-AP administrator
- Online registering
- Coordinator Manuals
- Part-time assistant
- Information Emails.
- The frequent emails.
- Cooperative teachers
- AP Online Trainings
- digital exam ordering
- the people in my dept
- The support I receive
- AP Coordinator manual
- Nothing comes to mind
- Phoning College Board
- move to online testing
- COLLEGE BOARD LIAISON.
- The CB online platform
- Another AP Coordinator
- learning from mistakes
- college board webinars
- The webinars AP offers
- Accounting/Bookkeeping Support
- Our testing coordinator's help.
- Getting to meet the students.
- District director Jennifer Lile.
- Experience
- The manuals
- My secretary
- The handbook
- Tech support
- AP teachers
- my secretary
- experience.
- The proctors
- My secretary
- My secretary.
- college board
- The Help Desk
- The AP Manual
- Communication
- Admin support
- Having support
- Being organized
- Zoom workshops
- Being organized
- Being organized
- Keeping binders
- The AP help line
- Helpline support
- Customer service
- Asking Questions
- Email reminders
- support of staff
- District AP coordinator
- College Board Dashboard
- money for student tests
- bringing on more people
- Doing it more than once
- THE COORDINATORS MANUAL
- I've just done it myself
- People who will proctor
- having done it for years
- Ease of responsibilities
- My secretary helping me.
- The phone number to call
- Moving exams to online.
- AP Coordinator Community
- Calling AP College Board.
- Manuals from College Board
- The help of my colleagues.
- Getting competent proctors
- This being my second year.
- My admin helping me order.
- For another person to do it
- colleagues manual podcast
- Being organized and diligent
- The Coordinator call line .
- The AP Coordinator's manual
- Art submissions made easier.
- Having a few staff to help me.
- my support staff (secretarial)

- AP platform is easy to navigate
- The labels being grouped by exam
- The trainings that are provided.
- the AP Coordinator Community site
- Having an experienced AP teacher.
- Coordinator Manual - Part 1 and 2
- The website is easy to navigate.
- I'm try to stay really organized.
- AP teachers and the CB personnel
- Mentor of previous AP Coordinator
- Help during the actual exam weeks.
- Training from previous coordinator
- Reading the AP Coordinator Manuals
- The support my school provides me.
- Help from the previous coordinator
- The AP College Board 1-800 number.
- A partner who works with me on it.
- Online Registration/Ordering System
- former AP coordinators assistance.
- The State Support and AP Support Line
- I am experienced and very organized.
- College Board videos and newsletters
- Conversations with previous AP coord
- The user Manual and the zoom meetings
- being organized with my exam ordering
- Collegeboard AP Coordinator trainings
- Emails about changes from CollegeBoard
- Emails and training from College Board
- Weekly PA Chat meetings, the help line
- AP resources on the AP Central portal.
- Emails for AP reminding me of deadlines
- The AP services and coordinator emails.
- The trainings and CollegeBoard Support.
- My organization and attention to detail
- the online workshop before school begins
- direct fees to accounts has been helpful
- Reading over duties in booklets provided
- We are very resourceful and hardworking.
- Our Counseling Secretary tracks payments
- Lack of communication with my principals.
- Advice/Help from previous AP Coordinators
- The AP registration and ordering website.
- The previous coordinator still works here.
- Support of other AP coordinators in district
- Consistency of test administration procedures
- Having former AP coordinators to support me.
- I refer to the AP Coordinator's booklet often.
- Getting help with other people with experience
- The College Board's webinars and email updates.
- Our guidance secretary helps collect the money.

- Directions (manual) from AP with instructions.
- Previous coordinators who can answer questions.
- District paying for fees has been VERY helpful.
- Guidance Department Secretary handling the money
- reflecting on procedures and working to improve
- Facebook support group and other AP coordinators
- THAT THE STUDENT CARDS COME WITH 1ST TEST OPTION
- Having a secretary who works hand in hand with me
- The support by the AP teachers and other faculty.
- the web classes and podcast college board provided
- The emails from College Board & PD opportunities.
- Support from the online program we use for classes
- Emails to remind me to make sure deadlines are met
- webinars and my other staff familiar with testing.
- Teachers who communicate thoroughly with students.
- reading the manual; the webinars with support tips
- 12 years testing experience prior to doing this.
- The knowledgeable teacher has been the most support
- pre printed labels instead of doing preadministration
- Manuals being clear and questions answered by AP well.
- I appreciate that our counselors administer the tests.
- Calling the previous AP Coordinator at her new school.
- having student labels so I do not have to do a pre-test
- the hotline. I have called several times with questions.
- Talking with previous AP coordinator about what works well
- Online ordering - MyAP website is streamlined and useful.
- Time on the job. Good Proctors. Manuals and MyAP account.
- Talking with other AP Coordinators in my county about AP.
- The ability to call CollegeBoard day or night to get help.
- College Board manuals.... though the information is a LOT!
- Having a person on site that is familiar with the position.
- I'm able to call and receive the help I need when I need it.
- Once the test arrives CB has it laid out for me to administer
- Colleagues at the district and school level are most helpful.
- I have not been in the role long enough to quite establish that.
- having someone to collect payment and track that things are done
- Being trusted by my coworkers that I am doing the job correctly.
- when I had a full time secretary to help with organization etc...
- Our vendor, APTS, who takes care of all aspects of exam payment.
- The previous AP coordinator and the College board customer service
- I have created google forms, google sheets and a easy email invoice.
- Having the prepared scripts and recommended proctor training guides.
- Having a secretary with access to the College Board system to assist.
- Time to plan and being organized are the single most helpful things.
- AP's online ordering system. The pre-registration and labels are great!
- Connecting with other coordinators, although everyone's time is limited.
- Getting the practice last year. The call in help is really helpful too.
- Since I have done it for years, I am used to it and know what to expect.
- That our school is paying for all exams so I do not have to collect money.
- On-line registration. No pre-test bubbling - fantastic. Preprinted labels.

- having great clerical support and leaning on my other coordinators for help.
- My friend, the Post Grad Secretary helps keep my and all materials organized.
- doing it multiple years and listening in on the counselor webinars and podcasts
- Having members of the support staff assist in some of the organizational duties
- Developing a system based on past experiences that I hone more and more each year
- accepting that this is what it is, moving on. College Board support is helpful
- Coordinating with the other school in our district and running the exams together.
- Another employee to help, but they feel the same and have been doing it for 10+years
- BEing trained by the previous coordinator who made a monthly agenda for me to follow.
- The AP coordinator manual online. I needed access to this MUCH sooner than I had it.
- The training I received during my first year as a coordinator. I attended training in NYC.
- We have a stable counseling team I can rely on for help. Somewhat the same for our admin team.
- The webinars were extremely helpful my first year. Also, time and experience have been helpful.
- Our support and communication we receive from Jennifer Lile our district AP Testing coordinator.
- Learning about the process is helpful and about the exam assists in my role as guidance counselor.
- I do appreciate the website and the ability to toggle students taking tests, not taking tests, etc.
- The online registration through Collegeboard and having the students take responsibility for signing up
- Being able to reach the Collegeboard when I have questions regarding the Exams that have been ordered.
- For someone else to do it. I am a counselor with a caseload of 400 students and AP is not my priority.
- When we switched to the online ordering and students joining AP classroom. This has helped tremendously.
- Talking through the procedures with AP teachers and admin who have been at the school in previous years.
- That I've been doing it for so long that I've either made every mistake there is or know someone that has
- The compensation from collegeboard - just wish it was provided in the summer and not November or December
- A lot of the chat with a coordinator and other members on my team who have administered the exams in the past
- Webinars and calling Collegeboard directly. Although the phone service can be hit or miss with help at times.
- The test coordinator that I hire during the two weeks of testing is the single thing that has been most helpful.
- I get to know my students better since I have to spend so much time with them helping them navigate your site.
- Being able to delegate responsibilities. But that is getting harder as people don't want to do "extra" things.
- The College Board coordinator's manual; the newsletters; the phone systems where I can get answers to my questions.
- Being able to sign into AP Classroom and view the students who have signed into AP Classroom and joined their classes.
- The "Good as Gold" Podcasts and the AP Coordinator Seminars provided by the collegeboard at the beginning of the year.
- Webinars, since my first 2 years was digital testing during COVID, and a 3rd covid quarantine year. Make exams optional!
- Every time I have had to call AP for an issue, the customer service rep has been extremely friendly, patient, and helpful.
- All of the communication from College Board and our district Gifted and Talented Director who has a lot of experience with AP exams.
- Last year's AP Coordinator is still available to help answer questions, and she left me a notebook with information related to testing.
- Calling the College Board Customer Service line is typically very helpful and most of the time the people that answer are very friendly.
- This year, for the first time, the tech department is on top of the DAC and the AP Chinese programs--that has always been a huge headache.
- The reminders and tips sent from CollegeBoard. I also find the directions in the AP coordinator are a lot easier to follow than the ACT booklet.



- Trial by fire. Doing the job makes you better at doing it again the next year. The manuals are easy to understand and a solid resource as well.
- Getting the AP coordinator code so I could view everything on MyAP College Board website- I didn't have that or know about it for the first two years
- It would help tremendously if CB treated AP exam registration the same way they treat the SAT. Students should register and pay directly through CollegeBoard.
- All High School Instructional Coaches serve as AP Coordinators in my school district. We work together a lot to make sure everything gets done for our students.
- My Asst. Principal makes teachers set up their own class sections (and I do the virtual class sections) and the Asst. Principal does what's needed in the summer since I'm not in the building.
- Having a center next door to utilize as a location for tests to occur. If we did not have the Arvin Center, I'm not sure where I would be able to give these large groups of tests. Our library can not hold the amount. I would have to re-locate classrooms that would take away from other students learning.

## What additional support do you think would be helpful for you as the AP Coordinator? (Q19)

- \$\$\$
- Time.
- \$\$\$\$\$
- unknown
- Stipend
- Not sure
- I am ok.
- training
- Extra pay
- Financial
- Higher pay
- more money
- Not sure.
- Not sure
- more staff
- Secretarial
- Remove the monetary penalties
- An invoice sent before May 22.
- compensation or reduced duties
- Pay someone to do this position
- More support from College Board
- proctors to administer the exams
- Additional person as coordinator
- Less reliance on the coordinator
- Better system within college board
- For CB to send their own proctors
- Go back to one deadline and order.
- Direct College Board compensation.
- Finding test locations, proctors,
- College Board should pay a stipend.
- You don't know what you don't know.
- Considering trying Total Registration
- If AP made the rosters for each exam.
- Professional Development, a AP Coordinator Hotline
- An Assistant. More help with World Language exams.
- one step process for registering and payment of exams
- Condensed version of the procedures and requirements.
- get rid of paper and pencil. have kids take it remotely
- Easier support for students to get into their accounts.
- Calendar with important dates and duties to be completed
- Something like TDTK, like SAT has, but tailored for AP.
- I wish all the tests were taken and timed on the computer.
- Compensation
- Compensation
- I don't know.
- More Training
- Administration
- Onsite Training
- monetary support
- Clerical support.
- Total Registration
- Experienced Proctor
- Total Registration
- Less teaching load
- I don't even know.
- online payment option
- More accessible website
- Additional proctor help
- If someone else did it.
- Someone else taking over
- Other people to proctor.
- A stipend would be great!
- Better in person training.
- Stipend from College Board
- Later ordering deadlines.
- Make the process simpler.
- Intergrated SSD information
- A stipend would be helpful:)
- Staff assigned to help and a stipend.
- compensation streamline the test prep
- Ways to support teachers and students.
- Later registration dates for students.
- More staff or compensation for my time.
- Exams offered in December and January.
- Additional time and later order deadline
- Nothing I can think of at the moment.
- Just continued training throughout the year.
- Online payment options through College Board
- I think a nice stipend would be a good idea.
- Electronic payments, willing and able proctors
- Compensation from College Board would be nice.
- Flexibility to test students outside school time
- If not financial support, there is nothing else.

- a secretary whose duties were at least partly helping with AP
- I dream that the website wouldn't be so difficult to navigate.
- small training session (in-person); more user-friendly website
- take the responsibility away from the school counselors duties
- A system that talks with our system to order and transfer tests
- letting us as coordinators have more access to register a student
- I regret I will not get to figure that out as I am being replaced.
- ordering/taking money online. If the SAT can do it, why can't AP??
- I will have Total Registration next year, so that should help a lot!
- Make the website easier to navigate and eliminate the multiple logins!
- A step by step manual showing where and how to navigate College Board!
- i'm not sure. i might have more suggestions after the testing window.
- I just want to find someone to take over what I've done when I retire!
- More collaboration by school systems throughout the preparation process
- Getting paid for my time, effort and how it takes away from other duties
- to meet with my fellow AP coordinators at the beginning of the school year
- TO HAVE THE STUDENTS REGISTER AND PAY THROUGH THE COLLEGE BOARD DIRECTLY.
- A hard deadline for students to register and join or get out of the course.
- I would love for students to pay directly to AP and cut out our middle man.
- If the role could be given to somebody who was not also primarily a counselor
- a dedicated person to assist with the managing and implementation of the exams
- For CollegeBoard to collect payments themselves like they do SAT for AP Exams.
- Probably reduced other duties or time release to complete AP Coordinator duties
- Accommodation Scripts and payment for extra hours worked outside of work hours.
- Students should register online and pay online just like they do for SAT exams.
- knowing which emails are junk, which ones are valid and which ones are redundant
- Full comprehensive online registration and payment through the College Board website.
- THAT THE TEACHERS WOULD ACTUALLY MAKE SURE THEIR STUDENTS CREATE AN ACCOUNT IN MYAP.
- I'm not sure at this time. I feel the early deadline complicates things for our school.
- Less email advertisement and only pertinent information coming through to the Coordinator.
- allow a support staff to access AP ordering. what secretaries could do in the past, no longer can
- Allowing the Coordinator to purchase exams without the students being enrolled in the AP Classroom.
- I need more time in the day. It's hard doing the duties of an AP Coordinator and my duties as well.
- I don't know, I feel like I am still learning the role and the supports that can be valuable to me.
- If we could connect payments with College Board data for more accurate and up-to-date exams orders.
- The two different dates for registration. Have one spring date instead of two dates during the year.
- A full time paid test coordinator. And financial support to hire proctors and pay for clerical support
- Having someone else do it. During COVID they were given by college board online and it seemed just fine.
- Someone designated to proctor all exams, support from teachers to manage student accounts, fee collection.
- I would like College Board to collect their own fees, do their own clerical and coordinate test proctoring.
- A compensated AP Coordinator class for onboarding that provides all the steps, procedures, and AP coord code.
- Additional hours of overtime during the month of April Additional funding to purchase single desks for testing
- Better customer service, flexible cancellation deadlines, eliminate the ridiculously specific packing instructions
- Reduction of other school wide duties or a stipend from the school system for work outside the regular school day.

- More School District Training and more timely training. Some things appear to be an after through or last minute.
- More assistance with proctoring, especially with after school tests and compensation would make me feel more worthwhile.
- College Board should send people to help with their testing as it is almost always outside of contract hours for teachers
- Please clearly mark emails that are imperative to the job separately from all of the marketing emails and reminder emails.
- Compensation for AP Coordinators and for AP exams to go completely digital and students to have the option to test at home.
- Create simple roster creation buttons that allow for just a quick review and potentially a place to show payments made or missing.
- An in-person training would be helpful as a refresher for staff who are familiar with AP and be beneficial to those new to the position.
- If College Board collected their own fees. My school will not pay for Total Registration because of the additional expense to school/families.
- I do not think that a school counselor should also serve as the AP Coordinator. This should be the responsibility of a Testing Coordinator.
- I would love to switch to online testing if College Board would offer a December testing window for Fall classes that are on the 4x4 block system.
- I want I website I can manage devoted entirely to coordinating. Jumping around from place to place to find what I'm looking for does become frustrating.
- The College Board could provide a stipend for the services that AP Coordinators provide to them. They make plenty of money... and we do all of the heavy lifting.
- If the College Board will be completely prepared for when the move is made to all electronic exams next year. I am very worried about how that will work in my school.
- It takes forever to organize labels and the NARs should be prefilled. Either get rid of them of the NARs or prefill them. Next it would be nice to have multiple labels.
- I am very concerned about the paperless exams not year - monitoring that and making sure there is enough bandwidth to accommodate all of our students online at the same time.
- More time and less duties particularly during ordering and administering the exams. Another proctor to help administer the exams so that I can attend to other important duties.
- Reminders regarding the next steps to be taken. An alert is sent to my E-mail when a Student either is newly enrolled in an AP Exam (s) or a Student is no longer taking an AP Exam(s).
- It would be helpful if CollegeBoard moved the deadline to register and pay to only one deadline in March. Having 2 deadlines simply adds to the stress and time away from my job as a counselor.
- It would be wonderful if the AP payment was not the responsibility of the school. I do not mind proctoring. The more hands that touch a test, the more likely we are to make an error. NO BUENO.
- Again, this should be a job for one person who has limited to none duties except to focus on AP. College board needs to set aside computers and staff to assist with AP exams to at risk districts.
- So far, the webinars have been more of a waste of time than helpful. I would much rather spend my time doing a more intensive "first year AP coord" training than the 1 hr webinars that only skim a few topics.
- At the beginning of the school year I could really use a step-by-step guide of what I should be doing AND how to get access to all of the things I need access to as a new coordinator. That is extremely difficult.
- Someone else taking over some of my responsibilities while I coordinator the exams. So many times we have to do SSD testing which takes a lot of time. Schools counselors traditionally proctor most of the exams.

- Support with locating and assigning proctors. Potentially paying proctors. I do not have additional staff that can proctor. I have to reach out to retired teachers and district content specialists to beg them to proctor.
- If we could have an additional stipend for an additional AP teacher coordinator with the understanding that he or she is not able to have anything to do with sorting, collecting, gathering the assessment materials since she is an AP teacher
- For first year AP coordinators, It is very overwhelming with all that new information you need to learn. A mentor for the first year will be great! Someone assign to you who you can contact as needed for any questions you may have, will be very helpful!
- Less emails with different access codes. Just send one with everything. Each school/program should be assigned an agent or someone specific to continue to access well trouble shooting or a question arises. Being put on hold for long time periods and sometimes getting different answers is quite stressful.
- Students at High School level should know if they receive testing accommodations. If there was a way for a student, when registering for a test to toggle a, I qualify for testing accommodations. It would alert me faster to look at their specific situation and if they do have a 504 or an IEP that I will need to enter into SSD.
- 1. If it was mandatory for students in AP to sign up for "MyAP", and if it was mandatory for AP Students to select "yes" or "no". That would have saved so much time tracking students down. 2. Admin and district support for facilities and proctors as well as training material for proctors. 3. AP Coordinator training that was in person and hands on.
- A college board stipend, no fees for changes, SSD having better timeframes and services, NARs should have accommodations pre-slugged, concussion services, student account access (I should have student usernames, get rid of the security phrase and have questions), directions and CDs already created for extended time testers (especially in music and world languages), get rid of the exam! Students should get create for taking and completing the course, not on a one-day exam.
- I think it would be extremely beneficial to have a testing coordinator that facilitated all of the testing for our building. The amount of time and energy that these tests take is staggering and it gets in the way of all of the other things in my job that are equally if not more important and time sensitive. There also seems to be less and less benefit to the student to take these classes and the cumulative exams as colleges and universities are moving away from accepting the credit.
- \* Moving out AP testing to the end of May so we can have college students help with proctoring. Or, if College Board can supply proctors that would be great. \* Remove the "Was this page helpful" from the website...it is so frustrating waiting for it to load and that pops up every. single. time. \* Payments handled by college board instead of the school would be helpful. Why couldn't that part be handled like SAT testing where the student pays College Board directly? \*Stipend would be nice
- As a new coordinator, it would be very helpful if there was more individual help instead of webinars/zooms where other coordinators ask questions that don't pertain to me. It may not work, but an idea would be to have a veteran coordinator work with a small group of new coordinators where we could meet to do checks and balances since there are so many things to do in this process. It is overwhelming and I constantly question myself as to whether I did things correctly and did not miss a deadline.
- So many things. An administrative assistant, teachers who take responsibility for checking whether or not their students have signed up for exams or not, a way to connect the payments the parents make on Eleyo (school online payment system and the College Board's system of who paid), better help with kids with SSD accommodations--that's another problem, hiring people who are willing to proctor exams--we need so many of them and people don't seem to want to work those jobs, time--I need more time
- For College Board to acknowledge that the responsibilities for the AP Coordinator are overwhelming in many instances. Often time students are directed to the AP coordinator for issues that are above and beyond what they can do. This included the COVID period where troubleshooting computer issues were directed to the AP

Coordinator. The duties extend beyond ordering, administering and shipping the exam back. College Board who profits from the sale of the test needs to take on a bigger role.

- College Board needs to SIMPLIFY processes. It's also been much more difficult since they moved the registration deadline to November 15th, PLEASE move it back to March 15th. Additionally, find a way for schools to create accounts for students or eliminate the need for student accounts completely. I spend time almost daily working with students who forgot their password or don't know how to log in to their account or who have been locked out by College Board. It's very cumbersome. Things were so much easier when Coordinators were able to order exams in March and each exam wasn't tied to an individual student.
- Once again, I would love for the College Board to consider the disparity in the way that AP Exams are offered. For example, in the state of New York our students do not begin school until after Labor Day Weekend as opposed to other states whose students begin in August. As a result, my teachers end up having to have students do a series of summer assignments because the AP Exams will still be offered in May thereby giving those students who start school in mid-August almost an extra month of instruction. It really is unfortunate and should be addressed somehow. Perhaps by providing a second administration of an exam in June.
- I wish there were some features that would make it easier though - for one, having students being able to buy the AP Exam directly through College Board would be a HUGE time saver and for the additional funds to deposit into a bank account of the school's choice. It would help with budgeting too etc. Then, we wouldn't need to double and triple check whether students bought or did buy an exam / whether they are or are not registered etc. It would be nice if all of these features were automated. It would also give AP Coordinators the power to set how many exams can be bought per course and more. Essentially, having an online store for each school through College Board would be really nice and convenient. Charge a service fee, if you would like - I think it would be worth it as long as the service fee was reasonable and still gave schools enough money to also pay for proctors, AP Coordinators, other staff, etc.