



San Diego Unified School District

Gifted & Talented Education
Madison Campus • 4833 Doliva Drive, San Diego, CA 92117-3299

(858) 573-5998
Fax: (858) 637-6214

Office of the Deputy Superintendent
Gifted and Talented Education

May 4, 2009

Dear High School Principals,

Should your school be closed due to swine flu during AP exams, here are some steps to follow.

1. The College Board requests that you administer tests during the alternate exam period from May 20 -22 if you miss the regular testing dates. Your site AP coordinator must go online at www.collegeboard.com/school to order late exams **by May 15**. Return any exams received for the regular testing period unopened to the College Board. There will be no fees charged for late testing or for unused exams.
2. If for any reason your site cannot test during the regular or alternate testing periods, your AP Coordinator must call AP services at 877-274-6474 or 609-771-7300 to arrange for testing. Again, no late fees will be charged.

An entire message from the College Board appears below.

Please let me know if I can be of any assistance,

Rhonda Zawadzki
Lead GATE Resource Teacher/AP-IB Coordinator
Academic League Liaison
GATE-DAC Liaison
Gifted and Talented Education
858-573-5987

“The AP Program provides late testing dates for students impacted by school closings, illness, and/or conflicts with other state mandated tests (e.g. rescheduled TAKS exams). AP Coordinators, in conjunction with their school's leadership, are responsible for determining whether the school closing or illness would make the late testing date preferable. If so, AP Coordinators should order alternate exams for late testing through the Web at www.collegeboard.com/school. Any alternate testing that has been necessitated by a natural disaster or swine flu will not incur the \$40 alternate exam fee. Coordinators should select "Emergency: Serious injury, illness, or family tragedy" or "School closing: natural disaster" as a reason for late testing to avoid that surcharge. The alternate exams will replace the already ordered exams, which schools should send back unopened. There will NOT be an unused exam fee for those already ordered exams that would have been given on the regularly-scheduled dates. Alternate exams are offered from May 20-22.

“The deadlines for ordering alternate exams are:

- * International Schools: May 8
- * Schools in the U.S and U.S. territories: May 15

If swine flu related issues extend beyond the alternate testing period, and/or if issues arise that make it impossible for students or schools to test during the late-testing period, the school may contact AP Services to arrange for exception (or "alternate-alternate") testing. These exams occur after the alternate exam window according to a schedule determined by AP Services. Exception forms are only offered in extreme circumstances, only after schools have availed themselves of the regularly-scheduled and late-testing exam options. [Acceptable reasons for exception testing are the same as those for alternate testing: conflict with state-mandated tests; disabilities accommodation issue; emergency: bomb scare or fire alarm; emergency: serious injury, illness, or family tragedy; language lab scheduling conflict; religious holiday/observances; school closing: elections; school closing: natural disaster; strike/labor conflict; three or more AP Exams on the same date; two AP Exams on the same date and time.]

"Schools that have issues with both the regular and alternate testing windows, who wish to order exams for exception testing, must call AP Services at 877 274-6474 or (609) 771-7300 to place orders for exception exams. The \$40 surcharge will be not be charged to schools requiring exception forms due to swine flu emergencies or other natural disasters. [Note: Exams designed for use during the first late-testing period may not be used on the later dates. Schools must use the exception form that is ordered through AP Services.]

"Note: As part of our standard operating procedures, any requests for late testing that come from students, parents, or teachers must be directed to the school's AP Coordinator. As AP is a school-based program, the decision to offer late testing must be made by the local AP Coordinator, in conjunction, as appropriate, with school/district leadership. The College Board makes available alternate exams in cases of emergency, and school closures or illness related to swine flu fall into this category; we will assist in whatever way possible to ensure that students impacted by this matter have the opportunity to test."
