



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4845

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CATEGORY: **Instruction, Testing**

EFFECTIVE: **1-29-62**

SUBJECT: **Administration of Advanced Placement Tests**

REVISED: **1-12-2001**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for administration of advanced placement (AP) tests to a select group of students in grades 10–12. Due dates for submission of lists and detailed instructions are provided by administrative circular.
2. **Related Procedures:**

Advanced placement and community college courses .....	4320
Enrollment of students in college courses on a part-time basis .....	4322
Progress reporting, 7-12 .....	4705

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F–2550, F-7030, F-7150, F–8000, F-8400.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Testing Unit, Office of the Superintendent.
2. **Advanced placement tests** qualify students for undergraduate credit or advanced placement in certain college-approved courses. Students must take the corresponding advanced placement test if AP weighted credit is given for a course.
3. **Time and Location of Test.** Tests are administered annually in May, during the school day and over a period of two weeks; exact dates are determined each year. If only a few students at a school are scheduled to participate, they may be scheduled to take the test at a nearby school.
4. **Fees and Fee Reductions**
  - a. An administrative circular is issued each year to notify schools of test fees; all fees are paid to the school financial office.
  - b. To determine eligibility for reduced fees, the Testing Unit contacts each school regarding criteria for screening students who are in acute financial need.
  - c. Individual schools meet the needs of their students for financial assistance through a variety of sources (e.g., foundations, fund-raising, PTA).

5. **Instructions for administration of tests** are outlined in the coordinator's manual (E.1.c.).

#### **D. IMPLEMENTATION**

1. **Schools** complete "Participation Form" applications received from the Testing Unit, and return to the Testing Unit in October or November. *All references to schools contacting Educational Testing Service (ETS) directly or returning materials to ETS directly should be ignored unless school is an ETS approved testing center. All contacts and returns of materials shall be made to the Testing Unit.*
2. **Principal or Designee**
  - a. **By November 1**
    - (1) Notifies the Testing Unit of the number of "Bulletin for Students and Parents" needed.
    - (2) Submits completed "Participation Form" to the Testing Unit.
  - b. **By March 1**, submits "Examination and Special Services Order Form" and completed "Fee Reduction Request Form For California Public Schools" to the Testing Unit.
3. **Testing Unit**
  - a. Sends copies of "Participation Form," "Examination and Special Services Order Form," and "Fee Reduction Request Form For California Public Schools" to all schools.
  - b. Submits to ETS completed "Participation Form" for each school.
  - c. Arranges for "Bulletin for Students and Parents" to be sent directly to schools.
  - d. Submits completed "Fee Reduction Request Form For California Public Schools" and "Examination and Special Services Order Form" for advanced placement tests to ETS.
  - e. Coordinates student testing at alternate sites to ensure efficient administration of tests at all schools.

- f. Coordinates distribution and collection of test materials to schools.
  - g. Sends all fees, examination materials, "Fee Reduction Request Form For California Public Schools," "Irregularity Report," and unused tests to ETS after testing has occurred.
  - h. Maintains security of all materials inventoried during testing interim.
4. **Principal or Designee**
- a. Directs school financial office to:
    - (1) Collect fees from all students prior to administration of test; retain rebate allowed for each examination (as directed by the Testing Unit) and record as an abatement to the Testing Unit.
    - (2) Deposit fees with district funds and report on school's "District Daily Remittance Advice" (E.4.) to the Accounting Department, Finance Division, Administrative/Operational Support.
    - (3) Send statement of credited funds to the Testing Unit.
  - b. When sending students to another school to be tested:
    - (1) Ascertains time of testing at receiving school and notifies students.
    - (2) Informs receiving school which students will take tests.
    - (3) Supplies each student with advanced placement candidate pack; sends "Master ID/Answer Sheet" (MIDAS) with each student, emphasizing that *it is extremely important that cards not be damaged, be filled out correctly, and returned safely to home school.*
  - c. Provides for administration of tests according to instructions in coordinator's manual and this procedure.
  - d. Prepares materials for return:
    - (1) Verifies that students have completed "Master ID/Answer Sheet" (MIDAS).

- (2) Completes "Response Form" and "Irregularity Report."
    - (3) Returns *all* "Fee Reduction Request Form For California Public Schools" to the Testing Unit.
  - e. Collects and hand delivers materials to the Testing Unit, observing the following schedule:
    - (1) All tests administered must be delivered before 5 p.m. on Friday of final week in which tests were administered.
    - (2) Maximum security should be maintained; the Testing Unit should be notified *immediately* if any materials are unaccounted for.
  - f. Makes a school record of names of participating students, tests taken, and student examination numbers; retains for one year.
5. **Students** may request a refund *if fees were paid and test not taken* by submitting a letter to Board of Education via principal, with receipt attached. *No refund* can be made if any part of a test was taken, except in the event of illness during testing period. Any charges incurred by district as a result of returning any unused examinations to ETS will be deducted from such refunds.

## **E. FORMS AND AUXILIARY REFERENCES**

1. Materials supplied by the Testing Unit:
  - a. Test booklet in sealed plastic bag containing all materials needed for the test for each participating student
  - b. Master ID/Answer Sheet (MIDAS)
  - c. Coordinator's packet, one for each school (coordinator's manual, checklist for coordinators, Response Form, and other testing materials)
  - d. Candidate packs
2. Bulletin for Students and Parents
3. Fee Reduction Request Form For California Public Schools

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4. District Daily Remittance Advice, Stock Item 22-D-3500

**F. REPORTS AND RECORDS** (Section D.)

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education