



## **Advanced Placement (AP) Exam Procedures for Florida Virtual School Students and Reimbursement Information**

TO: FLVS District Contacts  
AP Coordinators  
School Counselors  
Principals  
Assistant Principals

FROM: FLVS Assessment Team

DATE: December 14, 2017

This memo is intended to offer districts and schools information on the FLVS AP Exam policy, the AP reimbursement plan for schools administering AP exams to our students, and other specific school and student information related to FLVS. Because FLVS is not permitted to order or administer AP exams, please advise all school counselors and/or testing coordinators in your district that FLVS students (both Full Time and FLEX) may approach them to order AP exams.

### **FLVS Advanced Placement (AP) Exam Policy**

FLVS does not require but strongly encourages students who take AP courses to sit for AP Exams in May. FLVS issues the course grade report at the completion of each segment (semester) to the school of enrollment. Students enrolled in a traditional school while taking an AP course with FLVS should reference their school district's policies related to credit weighting and exam participation requirements to determine how their grade will be weighted by their school district.

### **Information for Students**

In January, FLVS AP instructors will provide students with directions for ordering AP exams for the 2017-18 school year which requests that they submit their orders by **February 9, 2018**. Students must provide the FLVS order form (PDF format) to the school for the order to be placed with the College Board. The document will provide pertinent student information the school will need to process the exam order. **Please only order exams for students who submit an order form. If a student requests an order after the College Board deadline, the student is responsible for paying the late fee.**

Public school students with active IEP and 504 Plans are advised to contact their guidance counselor and/or testing coordinator to request accommodations with the College Board. Home education and private school students are advised to contact the College Board directly to receive the student eligibility form and complete the process (which can take up to 7 weeks) to request accommodations. These students are also advised to attach approved documentation from the College Board along with their exam order form.

### **Information for Schools**

Districts and schools may pull a report that lists the names of their students who are enrolled and currently taking or have completed an AP course through the FLVS FLEX program during the 2017-2018

school year. If you need help with access to this list, please contact your FLVS District Relations Manager.

Students enrolled in home education programs in your district who have taken an AP course with FLVS may approach schools to have exam(s) ordered. Districts may use their discretion to test these students at the zoned school or an alternative site where the exam is offered.

FLVS will continue to reimburse your district for exams ordered for FLVS students (FLEX and FT) who have completed at least one segment of an AP course with FLVS. **Students who took the AP course(s) through the district virtual franchise should not be included in the request for reimbursement to FLVS.** If a student withdraws from a course and no longer plans to test, it is the responsibility of the student to cancel the exam order(s) that were placed with the school. Withdrawn students are fiscally responsible for exam/restocking fees issued by the College Board.

**Each school/test coordinator must submit a request for reimbursement using the following link: <https://goo.gl/forms/e9l0cVLLnqRfKrx02>.** Please review the link prior to ordering the exam(s) to gain familiarity with the reimbursement request process for the 2017-2018 school year. **NOTE: It is the responsibility of each individual school to submit a completed invoice to FLVS by May 25, 2018 to receive reimbursements for the fiscal year.**

To be reimbursed by FLVS, the school must be an approved vendor with FLVS. If you have been reimbursed in the past by FLVS for AP Exams, you already have a vendor application on file. If this is the first time you have students taking AP courses with FLVS, you will need to submit a vendor application. Please email the FLVS Accounts Payable Department ([accountspayable@flvs.net](mailto:accountspayable@flvs.net)) to request a vendor application.

Reimbursements will be sent to the district office to be dispersed to all public schools accordingly. Private schools will receive their reimbursement directly. If you have questions regarding reimbursements, please email [accountspayable@FLVS.net](mailto:accountspayable@FLVS.net) or [APTTesting@flvs.net](mailto:APTTesting@flvs.net).

Much of the success of any school's AP program depends on the efforts of the AP Coordinator, Counselor and Administrator who serve as a vital link between FLVS, teachers, and students. Thank you for all the hard work you do to provide students with a fair opportunity and secure environment to demonstrate their mastery of college-level material. If you should have any further questions regarding the policies and procedures for Advanced Placement Exam ordering, administration, or reimbursement, please do not hesitate to contact us.

Thank you for your hard work in serving students and your continued support of our programs.

**With Much Appreciation,**

**FLVS Assessment Team  
APTTesting@flvs.net**