

Advanced Placement Exam Procedures for Florida Virtual School Students and Reimbursement Policy

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

From: FLVS Assessment Team

Date: 1/8/2015

NOTE: You may want to print out this email and the attached documents as there is important information for ordering AP Exams.

Welcome to another AP testing year! Last year, FLVS served AP students from 580 schools in Florida who earned acceleration points towards their school grade. FLVS is excited to partner with you again for the 2014-2015 school year.

To streamline the process for Florida districts and to reduce errors, FLVS has revised our procedures regarding ordering, reimbursing, and administering Advanced Placement exams in accordance with The College Board guidelines. Since FLVS is not permitted by The College Board to order or administer AP Exams, please advise all school counselors/testing coordinators in your district that they should order the AP Exams for FLVS students (and home education students).

FLVS Advanced Placement Policy (revised for 14-15 school year):

Students entering high school grades 9-12 have access to Advanced Placement courses that may result in earning college credit for high school coursework. These courses are used to calculate overall Grade Point Average (GPA) and typically count extra in the calculation. These courses are also available at no charge to Florida public school students, whereas they may have a tuition cost if taken in college. (S. 1003.02, F.S.)

A passing grade in the course will be accepted for high school credit. Students are not required to take the Advanced Placement exam prior to receiving credit for the course; they may receive half credit at the end of each semester. However, 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 requirements to determine how their grade will be weighted by their school district. Postsecondary institutions determine college credit awarded based on the AP Exam score earned. FLVS strongly encourages students who take AP courses to sit for the course AP Exam in May. Students shall be exempt from payment of any fees or costs associated with AP Exam participation, with the following two exceptions: students who incur late registration fees will be responsible for fee payment, and non-military family students who take the test outside the United States will be responsible for registration costs.

Districts and schools may pull a report of their students currently taking or having completed an FLVS AP course during the 2014-2015 school year. Use the AP Enrollment report (under Reports / Enrollment Reports) in your FLVS account to review the enrollments for your school. Active and completed students will receive an email from FLVS reminding them to notify their school counselor that an exam needs to be ordered. The email will include a link to access the order form. Students will provide pertinent information and a PDF formatted order form will be emailed to them. The student will bring this printed order form to the school. Students with active IEP and 504 Plans have been advised to attach a hard copy of their Plan to the order form and discuss accommodation options with the testing coordinator. We appreciate all of the hard work that you do to ensure that these students have the opportunity to take their AP Exams, which in turn positively impacts your Florida School Grade.

Florida Virtual School will continue to reimburse your district for each exam ordered for an FLVS student who has completed at least one segment with FLVS. We have modified the reimbursement process and strongly feel this new format will be more efficient.

Each school/test coordinator will need to submit a request for reimbursement using the following link: <http://goo.gl/forms/QEe9S1QzaG>. There is an option to submit one student at a time, or to upload a formatted spreadsheet to submit multiple students. Please review the link prior to ordering the exams to gain familiarity with the changes for the 2014-2015 school year.

Each school will complete the AP Invoice Form to be reimbursed for the exam fees. **NOTE: It is the responsibility of each individual school to submit its completed invoice to FLVS by June 1, 2015 in order to receive reimbursements.**

Reimbursements will be sent to the district office to be dispersed accordingly; private schools will directly receive their reimbursement. If you have questions regarding reimbursements, please email accountspayable@FLVS.net or APTesting@flvs.net.

Frequently Asked Questions

We have prepared some Frequently Asked Questions to help you navigate this new process. If you still have questions that are not answered below, please submit them per the contact information at the end of this document.

What if a student took an AP course with FLVS that our school does not offer?

The school that the student attends will be responsible for ordering and administering the exam regardless if that school offers a particular course. The student has benefited from being able to take this course through FLVS and thus should not be penalized in any way in regards to opportunities to take the exam. Note, too, that this will help your school's Acceleration component of your FL School Grade. Schools may work with students and neighboring schools which are administering the exam to allow students to take the exam. Any students taking an FLVS AP course who are planning to participate in AP Exams should bring the order form to their school counselor/testing coordinator by **February 6, 2015**.

Do schools need to order and administer AP exams for homeschooled students?

Yes. Students enrolled in home education programs who have taken an AP course with FLVS will need an exam ordered. Districts may use their discretion to test at the student's zoned school or an alternative site where a particular exam is offered. FLVS will direct homeschooled students to contact the zoned school counselor or testing coordinator for assistance. FLVS students have been provided with the link to access the AP Exam Order Form and must provide it to their zoned school counselor/testing coordinator. FLVS will advise students to submit the order form to the school/testing location by **February 6, 2015** to allow adequate time for ordering the exams.

Will FLVS reimburse our school for the AP exams?

Yes. Florida Virtual School will reimburse the school district for students **who are active in an FLVS AP course or have completed at least one segment of an AP course with FLVS**. Your school district is responsible for sending reimbursements to the individual schools.

Do I need to be a vendor with the state in order to be reimbursed?

Yes. 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) to request a vendor application.

What are the deadlines for ordering materials from College Board?

Please refer to the College Board website for further information regarding deadlines, registration, or any other relevant questions. **If the school has to order an AP Exam for a student after the College Board deadline, the late fees are the responsibility of the student.**
<http://apcentral.collegeboard.com>

Much of the success of any school's AP program depends on the efforts of the AP Coordinator, Counselor and Administrator who serves 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 the opportunity to serve your students and your continued support of our programs. The complete timeline and calendar for AP exams may be found at the following link.
<http://apcentral.collegeboard.com/apc/public/exam/calendar/index.html#name2>

With Much Appreciation,

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