

Curriculum & Instruction 8520 Advanced Placement (AP) Exam Guidelines	Administrative Application	
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	References:	AP College Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Advanced Placement Program (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. Regina Catholic Schools provides instruction in five subject areas with corresponding AP Exams that are administered once a year: English Literature, Studio Art, Psychology, Calculus, Computer Science. Additionally, French Immersion students have the opportunity to challenge the AP French Language and Culture exam. Students enrolled in 30-level AP courses receive credit for their Ministry Transcript for the provincial curriculum program and have an opportunity to earn a first-year university by scoring a 4 or 5 on the global AP exam.

Definitions

1. **AP College Board** – The organization that develops and oversees the Advanced Placement (AP) Program, including courses, exams, scoring, and policies.
2. **AP Coordinator** – The school-based staff member responsible for organizing and managing AP exam registration, ordering, administration, and communication with the College Board.
3. **AP Teacher** – A classroom teacher who teaches an Advanced Placement course using the College Board-approved curriculum and prepares students for the AP exam.
4. **AP Exam** – A standardized college-level assessment designed by the College Board and administered on pre-determined dates in May, as set annually by the College Board.

Application

Guiding Principles

1. Students may enroll in up to five AP courses offered in Regina Catholic Schools: AP English, AP Psychology, AP French, AP Art, and AP Computer Science. Course offerings may vary by school and year based on availability and staffing.
2. Students enrolled in AP 30-level courses will study the Saskatchewan curricular outcomes as well as additional AP curricula. They will earn the associated high school credit

toward graduation and have the opportunity to write the corresponding AP Exam, which may result in college credit or advanced placement depending on the score and the receiving post-secondary institution.

3. AP teachers will develop the enhanced curricular outcomes and design the AP syllabus in accordance with College Board standards. This ensures all courses meet rigorous college-level expectations and prepares students for the AP Exam format and content.
4. Only schools authorized by the College Board through the AP Audit Process may administer AP exams and use the "AP" designation. Schools must comply with all College Board policies, maintain course audits, and ensure teacher certification for AP instruction.
5. Each AP course culminates in an AP Exam administered annually in May. Scores may be used for college credit, advanced placement, or both, depending on university policies.

Process

1. School Principal Responsibilities

- a. Designates an AP Coordinator for the school and the primary point of contact for AP-related activities.

2. AP Coordinator Responsibilities

- a. Orders all AP exams by the November deadline.
- b. Books necessary equipment, labs, or classrooms for testing.
- c. Proctors exams or arranges for qualified proctors.
- d. Submits completed AP Exams to the College Board.
- e. Ensures all exams are administered in compliance with College Board policies.

3. AP Teachers Responsibilities

- a. Design and submit the AP syllabus to the College Board to meet college-level standards and align with Ap expectations.
- b. Prepare students for the AP Exam.
- c. Ensure completion of all outcomes required for the Saskatchewan curriculum.

4. Student Responsibilities

- a. Create and maintain an AP account with the College Board.

- b. Prepare for the AP Exam.
- c. Pay any cancellation fees for exams not taken.
- d. Are responsible for meeting course expectations and understanding exam requirements.

AP Exam Challenge Policy

Occasionally, highly motivated students may request to challenge AP exams in subject areas where AP courses are not formally offered. Challenge exams are intended for exceptional circumstances only and are granted at the discretion of the school. The following guidelines apply:

1. Eligibility

- a. Only grade 12 students currently enrolled at a Regina Catholic High School may request an AP exam challenge.

2. Course and Exam Requirements

- a. Challenges are only considered for mainstream subjects currently offered at the students' school.
- b. Challenges for AP courses currently offered at the school are not permitted.
- c. The student must have completed the study of the 30-level subject or be enrolled in it at the time of the exam.
- d. Exams requiring specialized equipment or materials beyond standard AP testing requirements are not eligible.
- e. Current classroom teachers are unable to provide academic support for students preparing for a challenged course.

5. Limits and Selection

- a. Each student may request a maximum of two challenges per school year.
- b. Only two challenge exams will be offered per school year across all students. If multiple requests are received, the AP Coordinator, in consultation with the Principal, will determine which requests will be approved, based on academic readiness and course availability.
- c. Submission of a request does not guarantee approval.

6. Costs and Responsibilities

- a. Students are responsible for the full cost of the exam, plus a \$50 supervision fee.
- b. Students should be aware that exam preparation and administration are conducted without additional support or instruction beyond what is normally provided in the course.

7. Request Process

- a. Requests must be submitted well in advance, following the deadline established by the AP Coordinator.
- b. A written recommendation from a current teacher in the subject may be required to support the request.

Note: AP exam challenges are intended for students who demonstrate exceptional academic readiness and commitment. Most students are expected to pursue AP exams through enrollment in the appropriate courses.