

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 30, 2021

**To:** Secondary School Principals and Vice Principals;  
Area Superintendents

**Subject:** ADVANCED PLACEMENT (AP) AND INTERNATIONAL  
BACCALAUREATE (IB) EXAM ADMINISTRATION AND  
PAYMENT OF FEES

**Department and/or  
Persons Concerned:** Secondary School Principals and Vice Principals;  
Advanced Placement (AP) Coordinators; International  
Baccalaureate (IB) Coordinators, Finance Clerks

**Due Dates:**

- Friday, March 25, 2022 – Exam Requisition due
- Friday, May 27, 2022 – Exam Invoice and Payment due

**Brief Explanation:**

This circular provides information regarding Advanced Placement (AP) and International Baccalaureate (IB) exam administration, fees, and payment.

**A. General Overview**

Students enrolled in Advanced Placement (AP) courses have the option to take end-of-course AP exams. Students who are not enrolled in AP courses may also elect to take the exams. Students who choose to take AP exams are responsible to pay the AP exam fee.

High school students enrolled in International Baccalaureate (IB) courses have the option to take end-of-course IB assessments. Students who choose to take IB assessments are responsible to pay the IB assessments fee.

Students who are income-eligible pay the reduced price of \$5.00 per AP and IB exam.

**B. Cost of Exams for Students**

AP/IB exam fees collected from students may not exceed the following amounts:

- \$96.00 per regular AP
- \$5.00 per regular AP exam for income-eligible students
- \$144.00 per AP Capstone exam
- \$5.00 per AP Capstone exam for income-eligible students
- \$119.00 per regular IB assessments (no change from last year)
- \$5.00 per IB assessment for income-eligible students.

Note: Sites offering IB courses should also offer AP exams in order to ensure that all students have equitable access to earn college credit.

### C. Site Responsibilities

- Schools must identify a coordinator, collect fees from students, select and train proctors, properly administer and return exams according to the organization's requirements, complete invoices, and ensure payment as directed by the deadlines.  
AP - [http://apcentral.collegeboard.com/apc/public/ap\\_coordinators/index.html](http://apcentral.collegeboard.com/apc/public/ap_coordinators/index.html)  
IB - <http://www.ibo.org/become-an-ib-school/fees-and-services/assessment-fees-and-services/>
- Schools may use services to assist with AP/IB registration; however, such costs may **NOT** be passed on to students.
- School administration or financial clerk must submit requisition for exams by **Friday, March 25, 2022** to ensure funds are secured.
- School will administer exams with fidelity as outlined by AP/IB.
- School administration or financial clerk must submit invoice and funds collected for exams by **Friday, May 27, 2022** to ensure funds are secured.

### D. Procedure for Receipt of District Assistance towards Advanced Placement (AP) Exam Costs for Income-eligible Students:

- 1) Collect AP exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the School Cash. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
- 2) Deposit amount collected from students into your site ASB Trust Fund (AP Fees).
- 3) District AP Coordinator will email each site coordinator and finance clerk the final AP order invoice on March 16, 2022.
- 4) *Submit and approve a requisition for the full amount of all exams at your site by **Friday, March 25, 2022**.* The requisition should be created as a lot order for the estimated amount for all AP exams. Use the following budget string on your requisition: XXXX-90050-00-4305-1000-1110-01000-0000.
- 5) District AP Coordinator will email each site coordinator and finance clerk the final AP exam invoice on May 16, 2022 or whenever exams end for the site.
- 6) Send an email with an attached electronic copy of the AP Exam invoice to Distribution Services, [suptrec@sandi.net](mailto:suptrec@sandi.net). The subject of the email should read "College Board AP Exams" and the body should read "Services have been rendered. OK to pay Purchase Order (PO) # xxxxxx." Please copy Tina Jair and Rachel Amato on this email. Submit the AP invoice to your Accounts Payable Specialist (Tina Jair, [tjair@sandi.net](mailto:tjair@sandi.net)) along with your requisition/P.O. number by **Friday, May 27, 2022. Payments should not be made from the ASB accounts directly to the AP exam provider.**
  - i. This may present a challenge as the ePro requisition deadline is mid-April and the AP invoices are not generated until after the exams are held.
  - ii. Our suggestion is that the Financial Clerk creates a requisition based on an estimate of exam fees in March. Once they have the invoice in May, the requisition should be updated to reflect the actual charges.
- 7) To deposit the amount collected from students from your ASB Trust Fund (AP Fees) into your site budget string, cut a check and complete the San Diego Unified AP

Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).

- 8) Submit any remaining balance in the ASB Trust Fund (AP Fees) to the District before **Friday, May 27, 2022**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account XXXX-90050-00-4305-1000-1110-01000-0000. Additional funds will be added as a contribution to cover the difference in the cost of exams for income-eligible students.

**E. Procedure for Receipt of District Assistance towards International Baccalaureate (IB) Exam Costs for Income-eligible Students**

- 1) Collect IB exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the School Cash system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
- 2) Deposit amount collected from students into your site ASB Trust Fund (IB Fees).
- 3) Submit and approve a requisition for the estimated amount of all exams at your site by **Friday, March 25, 2022**. The requisition should be created as a lot order for the estimated amount for all IB exams. Use the following budget string on your requisition: XXXX-90051-00-4305- 1000-1110-01000-0000.
- 4) Process the online invoice for exams after the exam administration.
- 5) Send an email with an attached electronic copy of the IB Exam invoice to Distribution Services, [supctrec@sandi.net](mailto:supctrec@sandi.net). The subject of the email should read "International Baccalaureate Exams" and the body should read "Services have been rendered. OK to pay Purchase Order (PO) # xxxxxx." Please copy Mercedes Wiles and Rachel Amato on this email.
- 6) Submit the invoice to your Accounts Payable Specialist (Mercedes Wiles, Ed Center Room 3141) along with your P.O. number by **Friday, May 27, 2022**. **Payments should not be made from the ASB accounts directly to the IB exam provider.**
- 7) To deposit the amount collected from students from your ASB Trust Fund (IB Fees) into your site budget string, cut a check and complete the San Diego Unified IB Cashier Deposit Form and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).
- 8) Submit any remaining balance in the ASB Trust Fund (IB Fees) to the District before **Friday, May 27, 2022**.

The Accounts Payable department will complete and send payment for exams by drawing funds from your site account XXXX-90051-00-4305-1000-1110-01000-0000. Additional funds will be added as a contribution to cover the difference in the cost of exams for income-eligible students.

**F. Important Dates and Deadlines**

- **November 12, 2021** – Q1/S1 AP course exam order deadline; any changes after this incur

\$40 fee

- **January 13, 2022** – final IB exam order deadline
  - **March 15, 2022** – final AP exam order deadline; any orders after this incur \$40 late fee
  - **Friday, March 25, 2022**– Last day to submit requisition to Accounts Payable for expected total cost of exams.
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- **April 28 – May 22, 2022**- International Baccalaureate Exam Administration (<https://www.ibo.org/globalassets/programme-information/dp/dp-cp-may-2022-exam-schedule-en.pdf>)
  - **May 2-13, 2022** - Advanced Placement Exam Administration (<https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>)
  - **Friday, May 27, 2022** – Deadline to submit AP/IB Exam invoice and P.O. number due to Accounts Payable.
  - **Friday, May 27, 2022** – Deadline to submit any remaining balance in ASB Trust Fund (AP/IB Exam student funds collected) into the site budget string. (Attachments 1 and 2)

For information regarding Advanced Placement (AP) payments, contact Accounts Payable Specialist Tina Jair – [tjair@sandi.net](mailto:tjair@sandi.net)

For information regarding International Baccalaureate (IB) payments, contact Accounts Payable Specialist Mercedes Wiles at (619) 725-7641 or [mwiles@sandi.net](mailto:mwiles@sandi.net).

For additional information on Advanced Placement or International Baccalaureate programs, contact Advanced Studies Resource Teacher Rachel Amato - [ramato@sandi.net](mailto:ramato@sandi.net).

Nicole DeWitt  
Instructional Support Officer  
Leadership and Learning

APPROVED:

Tavga Bustani  
Chief, Leadership and Learning

**Attachments:**

- [Attachment 1: SDUSD AP Cashier Deposit Form](#)
- [Attachment 2: SDUSD IB Cashier Deposit Form](#)