

Dr. Donna Hargens
Superintendent
Jefferson County Public Schools
3332 Newburg Road
Louisville, KY 40218

December 8, 2016

Subject: AP Full Year Model Pilot Program

Dear Dr. Hargens,

It is my pleasure to welcome you and your district, **Jefferson County Public Schools** ("you" or "District"), to the AP[®] Full Year Model Pilot Program (the "Pilot"). I thank you for your commitment to participating in this initiative.

The Pilot will commence in the summer of 2017 with support resources to be provided during the 2017-2018 school year. Districts, schools, teachers, and students who participate in the Pilot ("Participating Districts") will have access to a new support system enabling yearlong, college level practice and instruction in AP classrooms. In order to participate in this Pilot, Participating Districts shall implement the AP Full Year Model to all schools administering any AP exams within their District ("Pilot Schools") as indicated in Attachment A, incorporated hereto.

Pilot Term

This Pilot shall commence March 1, 2017 and, unless sooner terminated as provided herein, will conclude on June 30, 2018 ("Pilot Term"). The College Board may terminate this Pilot at any time without liability. Upon termination of this Pilot: (a) all rights granted to District hereunder with respect to the Pilot shall cease (b) District shall immediately cease all use of the AP Online Resources made available to District under this Pilot, and (c) you shall promptly return or destroy, at College Board's direction, content and materials, and all copies thereof, and all other confidential information of College Board then in your possession or under your control.

Ownership, Non-Disclosure and Media Relations

The AP exam, AP resource materials, this project and the works created as a part of the Pilot are owned by the College Board. As the concepts on which we will collaborate will be rooted in the proprietary work of the College Board, you will be expected to keep confidential, and to have your employees keep confidential, any information or material that is provided to you and designated as "confidential" by the College Board. In addition, it is important that you inform us of any inquiries by the media regarding your participation in the AP Full Year Model Pilot and/or any project that is introduced to you as a part thereof. Each party shall permit the other party to review prior to release any press releases related to the Pilot.

License to use AP Full Year Model Online Resources

The College Board grants you a limited, non-exclusive, non-transferable, non-assignable, revocable license during the Pilot Term to access and use any online AP Full Year Model Resources ("AP Online Resources") and to allow each of the schools, teachers and students participating in the Pilot, to use AP



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Online Resources for the sole purpose of completing the Pilot activities and to use all content available on AP Online Resources. The foregoing license grant is subject to and conditioned upon the Participating District's acceptance and compliance with: 1) the terms and conditions of this Agreement; and 2) the terms and conditions governing use of and access to the AP Online Resources for District contacts, teachers and students.

Consent to Participate

You shall obtain any and all consents and approvals necessary for teachers, administrators and students to participate in the Pilot and to furnish information to the College Board as may be required for the College Board in the manner and to the extent contemplated under this Pilot Agreement. You shall comply with any and all applicable statutes, acts, ordinances, laws, rules, regulations, codes, and standards related to your participation in the Pilot.

Authorization

You represent and warrant that you are empowered under applicable state laws to enter into and perform this Pilot and you have caused this Pilot Agreement to be duly authorized, executed and delivered.

We are excited to begin our relationship with you and thank you again for your participation. Please indicate your agreement with the above conditions by countersigning this letter below and returning it to my attention.

Sincerely,



Trevor Packer, Senior Vice President AP & Instruction

UNDERSTOOD AND AGREED

Jefferson County Public Schools

By: _____

Name:

Title:

Date:

Attachment A
AP Full Year Model Implementation Plan

I. Resources.

District's schools will have access to a new support system enabling yearlong, college-level practice and instruction in AP classrooms.

A. *AP Question Bank:* comprehensive repository of AP released and practice exam questions indexed to unit content and skills, including reports highlighting student knowledge and skill achievements and gaps.

1. Teachers will be able to build and assign custom quizzes aligned to their units.
2. Students will practice with AP questions online or on paper, in class or for homework.
3. School and District administrators will be able to access year-round performance and usage data.

The AP Question Bank is available for all AP courses.

AP Calculus and AP World History courses will have access to the following additional support resources:

B. *Scoring training:* Online, interactive training for teachers on scoring guidelines used on the AP Exam enabling teachers to apply AP scoring rubrics to student samples and gain mastery of performance standards to improve instruction. Teachers learn about AP performance expectations through classroom videos, apply AP scoring rubrics to student samples, and receive feedback on how to score like an AP Reader.

C. *Unit quizzes with new AP questions:* Quizzes developed by the AP Program to assess course content and skills from the beginning to the end of the course, aligned to most commonly taught units (4-10 per course). Quizzes consist of multiple-choice questions to provide immediate feedback and free-response questions with AP rubrics for teachers to evaluate performance. Feedback reports will recommend student resources to help students fill gaps from partners that may include the Khan Academy.

D. *Student-directed practice:* Students may be able to access their own practice and support materials on the Khan Academy platform (<https://www.khanacademy.org>) to build their content knowledge and skills at their own pace. Teachers may be able to assign and see student practice results.

The aforementioned instructional and practice tools will be available to Pilot Schools and their individual teachers for use as they see fit. The College Board encourages District's utilization of these resources during the Pilot Term to enable the College Board to learn about usage patterns.

II. Training.

District's AP teachers shall participate in a face-to-face, regionally-based training in August, 2017, in order to gain familiarity with the resources and learn strategies for effective use of student performance data. Depending on the training location, some training may include teachers from several neighboring districts. Upon request, participating districts will provide a physical training space to host the



regionally-based training and will collaborate with the College Board to communicate attendance requirements at the training to school staff. AP Calculus and AP World History teachers will participate in a training especially customized to their subject-areas to introduce them to additional teacher and student resources that will be available to them during the 2017-18 school year. Each Pilot School will also have the option to send two school-based administrators to the training to ensure effective knowledge sharing and transfer in preparation for the 2017-18 Pilot.

District's AP Coordinators shall participate in an in-person or web-based training in summer, 2017, in order to learn the policy changes and to gain familiarity with the ordering tool prior to the new exam ordering period.

District's teachers and administrators will have access to an online, on-demand 2-part overview of the new model to help them roll it out to students and families. This will include a short introductory video first available in March, followed by a one-hour live online session scheduled in May after the 2017 exam administration.

III. Technical Resources Requirements.

At the discretion of their teacher, participating students may have access to the practice problems and exercises via computer, tablets and mobile devices, and/or by using pencil and paper. Educators will be able to access all resources via computer and tablet. Districts must ensure that users have the latest version of one of the following browsers: Chrome, Firefox, Internet Explorer, Safari.

AP Coordinators will be able to confirm and submit the school's AP Exam order using a desktop or laptop computer with access to email and the internet.

IV. AP Exam Ordering Process.

A. Registration. Districts shall order AP Exams by Wednesday, November 1, 2017. As a result of students having completed the online signup process, District's AP Coordinators will be able to review student registration rosters in a new ordering tool designed for this Pilot. The AP Coordinator will be able to generate their school's exam orders from this roster. The order could be edited to include other important information such as requested accommodations, the addition of self-studying examinees, or the removal of non-testing AP students. The College Board shall make an AP ordering liaison available to assist with this new process.

B. Personalized AP Exam Materials. For those AP examinees whose data and exam orders are submitted by November 1, the College Board will provide pilot schools with individualized answer sheets for every student in lieu of the blank bulk sheets currently shipped. During the AP exam administration, additional information will need to be bubbled on the answer sheet by participating Students. AP Coordinators are encouraged to conduct a pre-administration session to aid in this task.

Note: *With the exception of individualized student answer sheets, District shall follow the exam administration instructions set forth in the 2018 AP Coordinators Manual.*



V. Fees and Payment.

A. Resource Fees. The new resources made available to the District under this Pilot are available at no additional cost to all AP students participating in this Pilot, regardless of whether or not a student has registered to take an AP Exam.

B. AP Exam Fee. For exams ordered before the ordering deadline of November 1, 2017, the 2018 AP exam fee will be the same as it is nationwide, which is \$94, inclusive of the \$9 school rebate. If the District collects the \$9 school rebate, then Pilot Schools shall pay this same \$85 fee for the 2018 AP Exam in addition to receiving the resources and supports indicated above, which are not available to other AP schools or students. Participating students will continue to be eligible for any applicable fee reductions available to the same population of students that currently qualifies.

C. Late fees for Exam Orders. In the event that a Pilot School needs to order an exam late, Pilot Schools will have the option to order AP Exams as late as March 1, 2018. However, except in the instance where a late fee is waived, exams ordered after November 1, 2017 will incur a separate late fee of \$94 per exam, bringing the total cost of the 2018 AP Exam, including the school rebate (\$9), to \$188, less applicable fee reductions. Fee reductions apply solely to the initial \$94 exam fee and not towards late ordering fees.

Note: *While we will try to supply individualized answer sheets for all exams ordered, the College Board cannot guarantee that exams ordered after November 1 will receive individualized answer sheets.*

D. Cancelled AP Exam Orders. If a school orders an exam by November 1, 2017, and subsequently cancels it on or before March 1, 2018, the College Board will credit the School for the full fee less a cancellation fee of \$42. For full-priced exams, the resulting amount owed will be \$43; for Students who qualify for fee-reduced exams, the resulting amount owed will be \$11. The “unused exam fee” currently charged in the event of a “no-show” will **not** apply to Pilot schools. All exams shipped will be invoiced at the \$94 exam fee, net any applicable fee reductions.

Students who decide not to take an exam, or who cancel an exam, will continue to be able to access the resources provided in the support system.

E. Payment Due Date for AP Exam Fees. Consistent with deadlines applicable for non-pilot schools, AP exam fees must be postmarked by June 15, 2018.

F. AP Coordinator Stipend. The College Board shall make \$3,000 available to the District’s schools’ AP Coordinators. District shall advise the College Board if it permissible to remit payment of this stipend directly to the AP Coordinators or if such payment should be remitted directly to the District to offset any additional costs incurred and labor expended for Pilot implementation.

VI. Access to Online Resources.

To access the new resources teachers will start the process by using their College Board account to join the support system. To be given access, all teachers will need to participate in the College Board’s AP Course audit for their respective course(s). Once logged in, teachers will “name” their class(es) and then



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encourage students to complete a short, simple online signup step at the start of the course. This will take each student a few minutes and will ensure that students can access materials and communicate their exam-taking intentions. Teachers and administrators will as a result be able to view student performance at the individual and classroom levels.

VII. Communication.

District and school leaders shall communicate the details of this Pilot, including the resources available and the changes to exam order deadlines and fees, to teachers, students, and families in the months leading up to the Pilot launch and during the Pilot period of August 2017-June 2018. District leaders shall communicate this pilot to their staff. The College Board will supply informational materials (including emails with downloads) to help District facilitate communication. During the Pilot Term the College Board will send emails directly to AP coordinators, AP teachers and AP school leaders in Pilot schools to facilitate ongoing transfer of information.

In addition, the District permits the College Board to highlight District's participation in this Pilot in any materials or press releases showcasing the Pilot.

VIII. Feedback.

District's school leaders, teachers, AP coordinators, and students participating in this Pilot shall provide feedback at key points in the process (primarily via surveys). In addition, District shall participate in more in-depth feedback (e.g., virtual focus groups, usability sessions). District shall also permit the College Board staff to access to classroom visits to assist staff to simplify tasks and make the AP program work seamlessly at Pilot schools.