**Action needed: 2020 AP Exam Updates and Action Required for Schools in China**

**April 3, 2020**

Dear AP Coordinator,

We are the College Board deeply appreciate the vital role you have played in the past a few months providing guidance and comfort to students and their families.

Recently, the College Board announced that students can take a 45-minute online exam at home for the 2020 AP Exam administration, for those who remaining eager to take the exams. Below are the next steps:

1. AP Coordinator will go to the [IECC website](https://nam04.safelinks.protection.outlook.com/?url=http://apchina.neea.cn/&data=02|01|hzhao@collegeboard.org|6b6c2b02755d495cdde408d7d83980d8|7530bdedfd6e4f58b5d2ea681eb07663|0|0|637215613813972750&sdata=0IY8exF72x4j98EXgOPjO9lC2dn8cKaTUpjiB6fChMU=&reserved=0) and download the roster of students who are currently registered to take AP Exams in 2020.
2. Contact your students and collect information on **who wish to take the AP Exams online** in the Excel format below, where each row represents one AP subject. If one student wants to take three exams, there should be three rows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Email** | **AP ID** | **Exam Subject (1 per row)** |
| *Sample: Ming* | *Chen* | *mc@email. com* | *99UA1234* | *Calculus BC* |
| *Sample: Ming* | *Chen* | *mc@email. com* | *99UA1234* | *Biology* |
| *Sample: Ming* | *Chen* | *mc@email. com* | *99UA1234* | *Statistics* |
|  |  |  |  |  |

* 1. No new students or additional subject(s) can be added. **Students can only confirm among the subjects they have previously registered for.**
  2. Students can find their **AP ID**in My AP, under “My AP Profile”, Registration tab, then Student Information 2019/20.

1. For those who wish to cancel their AP Exam registrations, no action needed at this time.
2. Send the roster with confirmed information to College Board at **Haike Zhao**([hzhao@collegeboard.org](mailto:hzhao@collegeboard.org)) as early as possible but no later than **8:00 PM April 9th**Beijing Time. Please double check all the information including names, AP ID number and subject(s), as any mismatch or inaccurate info will cause delay or cancellation of the AP exams.
3. College Board will provide **join codes** and further instructions to the confirmed students only.
4. Upon receiving the join codes, students will register for the online AP Exams by **April 13 8:00 PM Beijing Time**. The join codes will expire after April 13 and registrations  will not be accepted.

Thank you in advance for your understanding and cooperation. For additional information, including the AP Exam schedule, please visit the [AP website](https://apstudents.collegeboard.org/coronavirus-updates).

Best regards,

Advanced Placement Program