



## A+ College Ready Mock Reading and Mock Exam Submission Process 2017-2018

**There are three options for participation in the Mock Exam Process:**

Option	Description	Cost for Partner, Pipeline & Non-Affiliated Schools (All costs are covered for program schools)
Option 1	The AP teacher registers to attend the mock reading and requests the number of exams needed. The cost of printed exams and attending the Mock Reading is funded for all program school teachers. (A+ College Ready will provide printed exams, labels, instructions for test administration, and a score submission template).	This option is only for program school cohorts 8,9 and 10.
Option 2	The AP teacher registers to attend the mock reading for a fee of \$100.00 per teacher when the school prints all necessary exams (A+ College Ready will provide labels, instructions for test administration, and a score submission template). A Purchase Order number must be provided at the time of registration. The district will be invoiced after the event. <b><i>A+ College Ready encourages this option for partner and non-affiliated schools with large AP enrollments.</i></b>	\$100.00 per teacher This option is only for partner and non-affiliated schools.
Option 3	The AP teacher registers to attend the mock reading and requests the number of exams needed at a \$10 fee per exam ordered. Both the mock reading and the exam materials are included in this cost. A Purchase Order number must be provided at the time of registration. The district will be invoiced after the event.	\$10.00 per exam requested from A+ College Ready. This option is only for partner and non-affiliated schools.

(1) After every teacher registers to attend the mock reading, A+ College Ready will send an email to the registered teacher with an electronic file of coded labels which can be affixed in the top right hand corner of every exam answer document. Included in the email will be:

- A. specific exam administration instructions,
- B. expense reimbursement request form (for any return postage expense);

- C. a link to a log of all exams received and processed by A+ College Ready, and
- D. a score submission template.

If you are a teacher who ordered printed exams from A+ College Ready (Option 3), printed exams will be shipped directly to the registered teacher via FedEx: Multiple Choice and Free Response booklets, and answer booklets (English and Social Studies) will be provided. A+ College Ready suggests using a Scantron to grade the multiple choice portion of the exam but will not be supplying this. If Scantron is not an option, please use an alternate method, specific to your district, to score the multiple choice portion;

(2) Upon receipt of exam labels and instructions from A+ College Ready, the teacher and AP Coordinator should schedule and administer the mock exams to students according to the instructions provided by A+ College Ready. The mock exam will be administered at individual schools, NOT YOUR NORMAL GROUPED SATURDAY STUDY SESSION HOST LOCATION. A+ College Ready has suggested administration dates on the Saturday Study Session Calendar available on the website. If a school selects a date other than the suggested date, **please refer to the below deadlines by which A+ College Ready must receive all completed exams in order for those to be scored during the mock reading.** All program school teachers should administer the exam outside of regular school hours due to the stipend associated with that exam administration.

(3) After administering the mock exam to your students, every teacher should return to the Free Response answers pursuant to each discipline’s specific test administration instructions, by mailing them to A+ College Ready, 1230 First Avenue North, Birmingham, AL 35203. Program school teachers may submit an Expense Reimbursement Request for reimbursement for any shipping expense by completing and emailing the form and a copy of the shipping expense receipt to [expensereports@aplusala.org](mailto:expensereports@aplusala.org). All completed exams should be **received by A+ College Ready** by the deadlines listed below in order to be graded at the Mock Reading.

Subject	Deadline for receipt of completed exams at A+ College Ready	Registration deadline for mock exam reading	MOCK EXAM READING DATE
English Language	February 5, 2018	January 25, 2018	February 13, 2018
English Literature	February 5, 2018	January 25, 2018	February 15, 2018
U. S. History	March 5, 2018	February 26, 2018	March 12, 2018
Biology	April 3, 2018	March 26, 2018	April 10, 2018
Physics, Chemistry & Environmental Science	April 3, 2018	March 26, 2018	April 11, 2018
Government & Politics	April 9, 2018	April 2, 2018	April 19, 2018
Calculus	April 9, 2018	April 2, 2018	April 17, 2018
Statistics	April 9, 2018	April 2, 2018	April 18, 2018
Computer Science Principles	No Exams Submitted	April 2, 2018	April 19, 2018

(4) The scored exams will be available for pick-up at the conclusion of the Mock Reading. Each teacher who attends the mock reading will be sent a file upload link and should submit a completed score submission template for BOTH the multiple choice and the free response portions of the exam via this link within two weeks of the Mock Reading. **All score submissions must be uploaded via this link (if received by email these will be returned with instructions to upload to the file link).** All score submissions should list only a student exam code (the individual label number provided by A+ College Ready which you will affix to each exam) in place of a student name. Please note that for all program school teachers, the timely receipt of these data via the link will determine teacher's eligibility for the mock exam stipend.

(5) If a partner or non-affiliated school teacher registers for Option #3 for the Mock Reading (A+ College Ready prints and ships exams), an invoice will be issued to the district at a cost of \$10/exam requested after the mock reading event. That invoice will include the name of the registered teacher and the PO # or the name of the authorizing administrator required at the time of registration.

(6) If a partner or non-affiliated school teacher registers for Option #2 for the Mock Reading (the teacher/school prints the exams needed), an invoice will be issued to the district at a cost of \$100.00/per teacher after the mock reading event. That invoice will include the name of the registered teacher and the PO # or the name of the authorizing administrator required at the time of registration.

(7) If a teacher registers to attend the Mock Reading but does not attend, any exams submitted to A+ College Ready will not be scored and those exams will be returned to the teacher within two weeks after the Mock Reading.

**CANCELLATION POLICY:** All teachers who register but may have a subsequent need to cancel their registration may do so by accessing Eventbrite to make any necessary change or cancellation. In order to avoid any fees, all cancellations or registration changes must be made by the close of registration, or before shipment of printed exams from A+ College Ready, whichever date is earlier.