



Memorandum

Dept. Chairpersons: Watts, Leahey, Cooperman, J. Siegel, Gontier, Cocchiario, Harte (Lead)
Teachers: Bernhardt, Bridgeman, Conlon, Dotegowski, Farrell, Harte, Jooma, Kaye, King, Kleshelskaya, Links, Lormand, Lombardy Luppino, Marron, Paul, Porges, Raymond, Rosenthal, Schilp, Spear, Thoroman, Uzzolino, Van Blijdesteijn, Vazquez, Yi, Yousefi

To: N. Siegel, Kyle Arlington (Only Final Draft), Greg Jablonski (Only Final Draft)

CC: N. Siegel, Kyle Arlington (Only Final Draft), Greg Jablonski (Only Final Draft)

From: Bob Keenan

Date: December 21, 2018

Re: **AP Qualifying Exam Schedule**

- Exams will be given in cafeteria unless otherwise noted.
- Students are to be reminded to check **application deadlines**

Date of Exams		Exam	Time	Teachers	Results Posted by:
January 30	Wed	AP Biology	2:45-3:30	Schilp/Cocchiario	March 8
January 31	Thurs	AP European History	2:45-4:15	Links/Raymond	March 8
February 4	Mon	AP American History	2:45-4:15	Conlon/Uzzolino	March 8
February 6	Wed	AP Gov./AP Comp Gov./Art Hist.	2:45-4:15	Porges/Raymond/Watts	March 8
February 11	Mon	AP Literature	2:45-4:15	Jooma/Siegel	March 8
February 12	Tues	AP Lang & Comp	2:45-4:15	Lormand/Thoroman	March 8
February 13	Wed	AP Chemistry	2:45-3:30	Yi	March 8
February 13	Wed	World Language	7:45-2:37	KingSpear/ Luppino/Vazquez	March 8
February 14	Thurs	AP Physics	2:45-3:30	Bridgeman	March 8
February 20	Wed	AP Environmental	2:45-3:30	Rosenthal/Schilp	March 22
February 21	Thurs	AP Human Geography	2:45-4:15	Marron	March 25
February 25	Mon	AP Studio Art	2:45-4:15	Harte	March 22
February 26	Tues	AP Calculus AB / BC	2:45-3:45	Kaye/Bernhardt	March 25
February 27	Wed	AP Statistics	2:45-4:15	Cooperman	March 25
February 28	Thurs	AP Computer Science	2:45-4:15	Farrell	March 25
March 5	Tues	AP Psychology	2:45-4:15	Lombardy/Manis	March 25
March 6	Wed	AP Macro/AP Econ	2:45-4:15	Porges/Paul/ VanBlijdesteijn/ Conlon	March 25
March 12	Tues	AP Music	2:45-4:15	Yousefi	March 25

Students:

1. Report conflicts immediately **in person** to the AP teacher and make arrangements for a make-up test.
Please note the teacher or chairperson must approve a **CONFLICT** in advance and a conflict **CANNOT** be made-up during another AP qualifier causing another conflict.
3. Students must make every effort to take the AP qualifying exam on the date assigned, there are limited acceptable excuses for missing a qualifying exam.
2. Notify the AP teacher ASAP if you are permitted extended time.

AP Qualifying Tests**Teachers:**

1. **Post acceptance lists** by Student ID# (exclude names) in **alphabetical order**.
Submit copy to your Department Chairperson and Nancy Siegel. When possible please provide lists to Guidance and Chairpersons prior to posting date.
2. E-mail me (robert.keenan@millburn.org) your acceptance list in 2 columns in Excel:
 - a. First column: Student ID; Second Column: Name.
 - b. Guidance counselors need the student names collated for all AP courses.
3. **Post students not accepted by Student ID #** (exclude names) in rank order.
Submit copy to your Department Chairperson and Nancy Siegel.
4. Please make arrangements for **extended time**.
 - a. Students are required to notify you if they need extended time.
 - b. The application could include a check box for students to indicate such a need.
5. Submit to your Chairperson:
 - a. **3 copies of the qualifying exams** in case of summer transfers, etc.
 - b. **3 copies of any summer assignments** and any books/materials needed.
All sections of a course should have the same summer assignment
6. Please advise students of the following policy:
AP candidates whose final grade does not meet the Accelerated criteria above may be removed from the AP course unless the Department grants probationary status that is to depend upon summer work and first quarter performance.