



Testing Office  
1600 E. 1<sup>st</sup> Street  
P.O. Box 210129  
Tucson, AZ 85721-0129  
Telephone: 520-621-7589  
Fax: 520-621-3993  
[www.testing.arizona.edu](http://www.testing.arizona.edu)

January, 2016

Dear Mr. McCollum:

Attached you will find the estimated quote for costs associated with the administration of the Advanced Placement exams (AP exams). This quote includes the costs associated with the administration of all AP exams being administered to Tucson Unified School District (TUSD) students between the dates of May 2 – 13, 2016.

**Notes:**

- This quote was compiled utilizing the total number of candidates per exam administered in 2015. This data was provided to us by Mr. Charles McCollum from TUSD. Therefore, there may be a variance once the final number of registered candidates is established and confirmed by TUSD for AP Exams taking place in May, 2016. This quote will be re-evaluated and configured using the final number of registered candidates. A final quote will be provided to TUSD at a date agreed upon by both parties.
- Costs related to staff include administrative planning, assisting with equipment, as well as time required to burn files onto individual CDs.
- All staffing estimates include time worked during scheduled candidate breaks, pre-test set up, check-in and post-test procedures.
- All scenarios are based on the standard administrations of examinations hosted by the UA.
- The costs associated with the following exams are not quoted because there were zero candidates registered in 2014 and 2015: Latin, Italian and Japanese. An updated quote with the administration costs of these exams will be provided to TUSD if candidates register.

The Testing Office takes pride in providing a clean, comfortable and distraction-free testing environment. Exam security and confidentiality is our priority. We are excited about the prospect of assisting TUSD in the 2016 administration of the CollegeBoard AP testing.

Please respond to this quote by Friday, February 5, 2016. Feel free to contact me should you have any questions.

Thank you,  
Leah M. Chávez  
Program Director, Testing Office

University of Arizona (UA)  
**ESTIMATED TOTAL COST BREAKDOWN:**

<b>Activity</b>	<b>Amount</b>
Administrative Charges – Planning and Implementation and Maintenance.	\$ 18,506.00
Training	\$ 1,187.00
Background Checks	\$ 975.00
Test Staffing – Wages & ERE	\$ 8,535.00
Ancillary Staff	\$ 1,645.00
Equipment/Supplies	\$ 830.00
AP Packet Assemblies (up to three schools)	\$ 149.00
Travel – Mileage	\$ 454.00
Sub Total	\$ 32,281.00
University of Arizona Surcharge @ 9.9%	\$ 2,905.00
Credit Card Surcharge @ 4.75 %	\$ 1,671.00
<b>Total</b>	<b>\$ 36,858.00</b>

**Administration Charges:** These charges include all pre and post activities associated with AP Testing. Such activities include but are not limited to: planning, planning meetings, material development, staff hiring and scheduling, training development and test material inventory (pre and post-test). This also includes the hours that will be dedicated by Testing Office staff to the overall supervision of test administrations that occur during May 2 – 13, 2016. This also includes all correspondence with internal and external parties.

**Ancillary Staff:** Ancillary Staff will include hiring a total two temporary staff members to work throughout between a four to six week duration on all matters pertaining to AP exams.

**Training:** The Testing Office will administer a specialized, two hour training for all of the Proctors administering the TUSD AP Exams. The pricing includes training materials, proctor time, manuals, and associated room rental fees. The training will be open to both UA and TUSD Proctors (TUSD will not be compensated by Testing to participate).

In addition, Testing will host one hour training for test date staff working the Spanish Language exam. This training will detail the set up and recording requirements for part two of the exam.

**Background Checks:** The University of Arizona requires that all staff working with minors under the age of 18 submit to a background check. The contracted agency charges \$65.00 per background check. This quote is based on 15 background checks.

**Test Staffing - Proctors:** This includes all staff wages for room supervisor and proctors on test dates. Wages are based on the following rates of pay plus associated ERE rates:

- Room Supervisors @ \$13 per hour.
- Proctors @ \$9 per hour.

**Test Administration Staff:** Test Administration costs include the hours that will be dedicated by Testing Office staff to the overall supervision of test administrations that occur during May 2 – 13, 2016. This also includes all correspondence with internal and external parties.

**Equipment:** The Testing Office has determined the need for additional equipment and supplies in order to successfully administer the AP Exams. These materials include:

- Batteries.
- Copy Paper.
- Lined Paper.
- Black Pens.
- Pencils.
- Pencil Top Erasers.
- Post-it notes.
- Misc. (as needed)

**AP Packet Assemblies:** The Testing Office will host up to three AP Student Packet Assemblies. These assemblies will be held at each school. University High School will be one venue with the other two schools determined at a later date. Testing staff will instruct and assist students with filling out their AP Students Packs.

**Testing Website – AP Specific Page:** The Testing Office has a page on its website dedicated to AP testing. This page was developed during AP testing in 2013 free of charge to TUSD. This page has been and will continue to be updated with information pertaining to AP Testing dates and venues for TUSD 2016 testing.

**University of Arizona Surcharge:** The University of Arizona, as an institution, charges an Administrative Surcharge of all revenue received at a rate of 9%.



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**Credit Card Surcharge:** For all credit card payments processed a 4.75% fee is charged to the UA. TUSD has requested that the final payment is paid using a credit card. If TUSD chooses to pay by a check, this charge will be removed from the final invoice.

**Testing Office Provided Services and Supplies at no cost:** The Testing Office will provide supplies in order to successfully administer exams. These supplies include but are not limited to: test administrator boxes, timers, paper clips, packing tape, signage, name tags and rolling carts, etc.