



## AICE, AP, and IB Exams Fiscal Year 2024-2025

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Budgeting will cover expenditures for teachers proctoring any of the following exams outside of regular duty hours, or subs hired to proctor the exam(s): Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate in Education (AICE). To ensure that these expenditures are properly and timely covered by Budgeting, the school must use the exact wording below when entering the information into Payroll:

[Center]-Statewide Testing – [Test Name]  
Example: 0601- Statewide Testing – AP

Budgeting will run reports filtering to that specific wording in order to identify items that Budgeting is to cover. On a monthly basis, the Other Comp/Misc Pay reports for each school will be uploaded to the school's TEAMS folder. The school can review the reports for any items that are mislabeled and should be covered by Budgeting. If any items are identified as needing to be covered by Budgeting, print a copy of the report, highlight the item, correctly label the item, and then email the report to Paula Sadler (central and south schools) or Suzie Gander (north schools).