

ACES (Admitted Class Evaluation Service™)
ACCUPLACER® Placement Validity
Study Guide

January 2025

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ACES Overview

Admitted Class Evaluation Service™ (ACES) is a free online service for higher education institutions that predicts how admitted students will perform at your institution generally and how successful they can be in specific courses. ACES helps you answer important questions about the assessments you use to admit and place students at your institution.

ACCUPLACER Placement Validity Study Overview

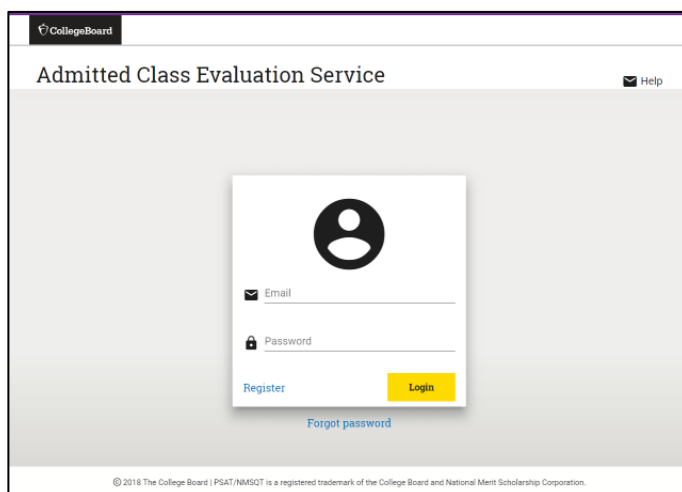
Evaluate how performance on ACCUPLACER tests, taken prior to enrollment in a course, relates to student performance in that course in order to validate and improve placement decisions.

Submission Overview

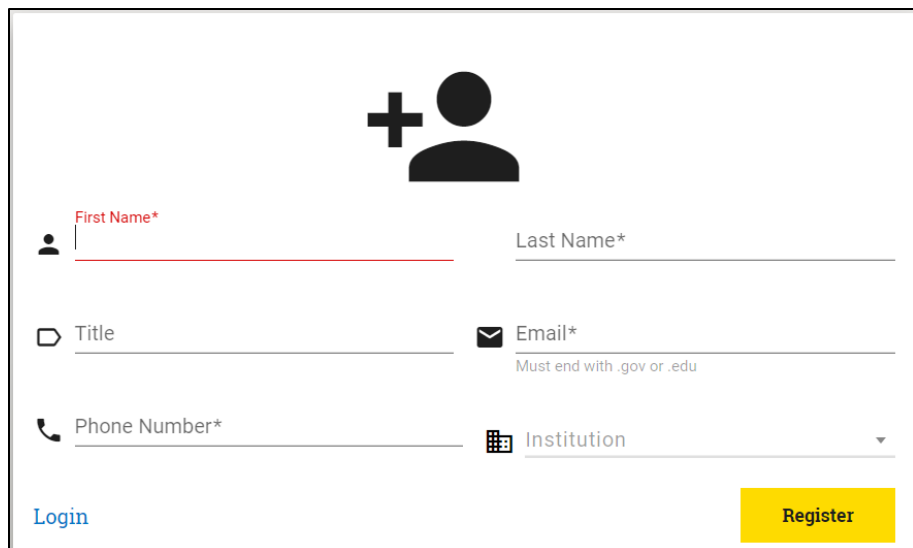
Your first step will be to register for an account with ACES. You will then design your study and prepare your data file for submission. Before submitting data and finalizing your study, you will be required to sign the data sharing agreement on the ACES portal. Your data sharing agreement will be valid for two years. Once your agreement is signed and your study and data file are complete, you will be able to submit your request. You will be notified via email when your report is ready.

Getting Started – Account Registration

1. Navigate to <https://acesportal.collegeboard.org>
2. Click “REGISTER” on the login page.



3. Fill out the appropriate information (name, title, email, phone number, and institution (drop down menu)).
 - *Email:* Must be a .gov or .edu address
 - *Institution:* If you are from a university system, not one specific institution, please select “Education System Office” and type in the name of your university system in the box provided.

A registration form interface with a central icon of a person with a plus sign. The form includes fields for First Name*, Last Name*, Title, Email* (with a note "Must end with .gov or .edu"), Phone Number*, and Institution (a dropdown menu). At the bottom left is a "Login" link and at the bottom right is a yellow "Register" button.

First Name* | Last Name*

Title | Email*
Must end with .gov or .edu

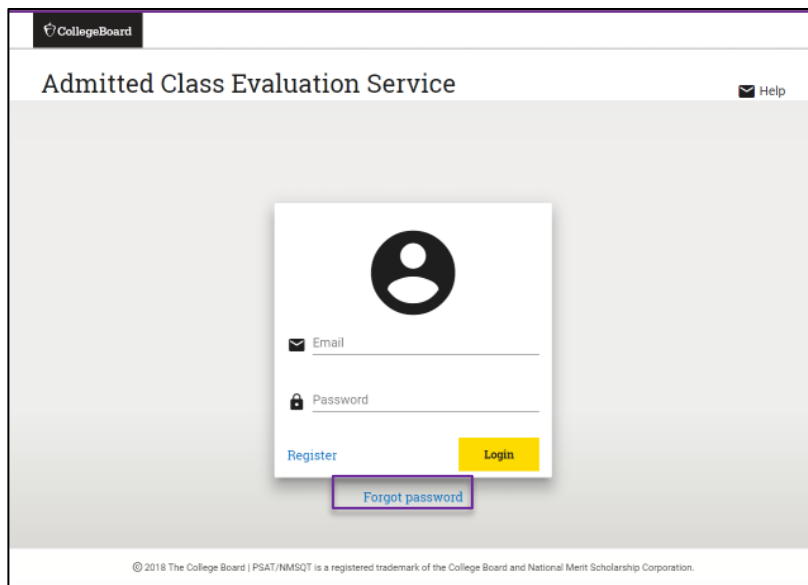
Phone Number* | Institution

[Login](#) [Register](#)

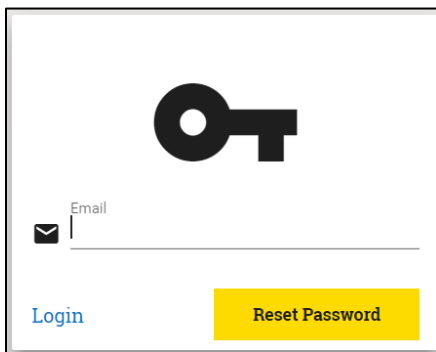
4. Click “REGISTER.”
5. Upon registering, an “Account created!” message will appear.
6. Within a few minutes, you should receive a confirmation email.
 - Please check your spam/junk folder if you do not see your confirmation email in your inbox.
7. Click on the link within the confirmation email to activate the account and create a new password.
 - Your password must be at least 8 characters and contain at least one number, uppercase letter, and symbol (!, ?, @, *).

Password Reset

1. Click on “FORGOT PASSWORD” on the login page.



2. Enter your registered email address.



3. Click on “RESET PASSWORD.”

4. Open password reset link via email.

5. Create and confirm a new password.

- Remember your password must contain at least eight characters, at least one number, one uppercase letter, and one symbol.

6. Login with your new password.

Logging In

1. Navigate to the login page <https://acesportal.collegeboard.org>

2. Enter your registered email and password.

3. Click “LOGIN.”

Create a Study

1. From the home screen, navigate to the “New Study” section.

2. Select “ACCUPLACER Placement Validity Study.”

a) When you request a study for the first time, you will be prompted to choose whether you are a two year or a four-year institution. You will only need to indicate this information the first time you use the system as it will save your choice for future study requests.

The screenshot displays the ACES™ web application interface. At the top, there is a navigation bar with the CollegeBoard logo on the left and a user profile icon on the right. Below the navigation bar, the text 'ACES™' is displayed. The main navigation menu includes 'Home', '+ New Study', '+ National Validity Study', 'File Transfer', and 'Help'. The 'Select a Study' section is active, showing a list of study options. The 'ACCUPLACER Placement Validity Study' option is highlighted with a purple border. The other study options listed are SAT Admission Validity Study, SAT Placement Validity Study, Retention Study, Completion Study, AP Placement Validity Study, CLEP Placement Validity Study, and Year Over Year SAT Admission Validity Study. Each option includes a brief description of the study's purpose.

- b) When you request a study for the first time, you will be prompted to provide answers to **security questions**. These questions will be asked in the event you need to reset your Encryption Key. You will be provided with a list of options for each of the three questions. If you need to reset your Encryption Key, you will be asked these three questions, and need to provide the exact responses you gave.

Configure Security Questions

In order to assure the security of your data, all files that may contain PII (personally identifiable information) will be encrypted upon download. The files will be packaged in an AES-256 encrypted zip file with a random passcode specific to your account. To allow you to securely reset the passcode if you lose it, you will need to answer three additional security questions from the list below. Your answers will be encrypted such that they are not disclosed to anyone.

- 1 What was the name of your elementary school?
- 2 What was your grandfather's (on your mother's side) first name?
- 3 What was the first name of your favorite childhood friend?
- 4 What is your grandmother's (on your mother's side) maiden name?
- 5 What was your favorite vacation place as a child?

Question *

Answer *

Step 2 of 3

Set Questions

- c) Once you have selected your **three security questions** and provided responses, you will be given an **Encryption Key**. **KEEP THIS KEY FOR YOUR RECORDS**. It is required for you to download and open your data files. This key is unique to you and linked to your account.

Encryption Key

Please copy this and store it in a secure location. Only your pass code can be used to open the files you download. You will need to use an application that supports AES-256 encryption (e.g. WinZip, 7-zip, Keka).

If you forget your passcode, you can reset it from your user account settings at the top right. After reset, all future downloads will be encrypted using the new passcode. Files previously downloaded will not work with new passcodes.

Your encryption passcode is:

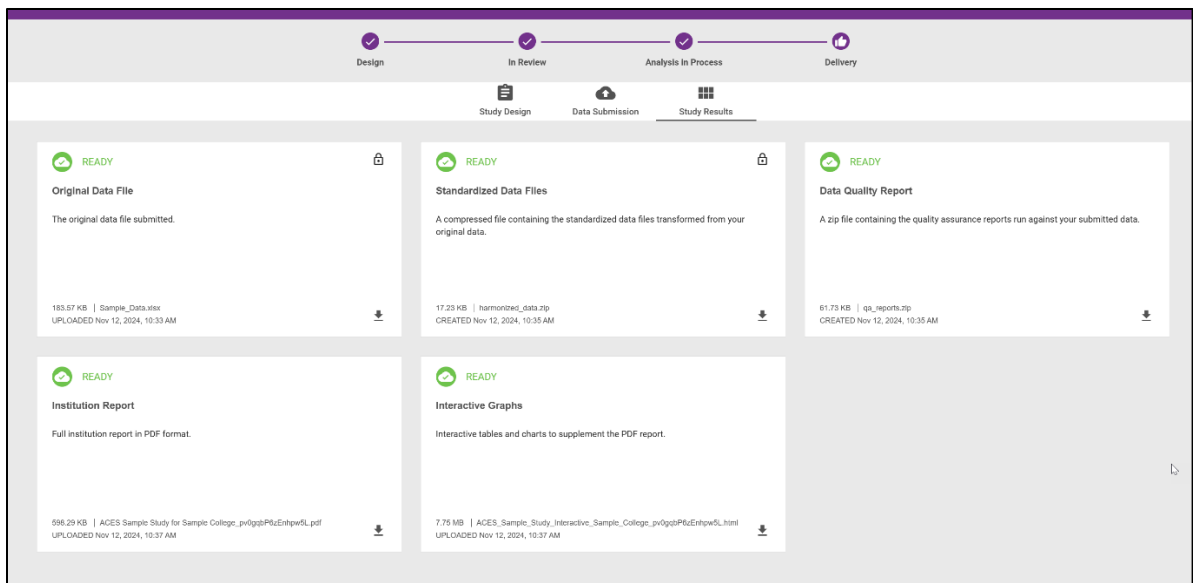
odLDbgGZ4YW

Close

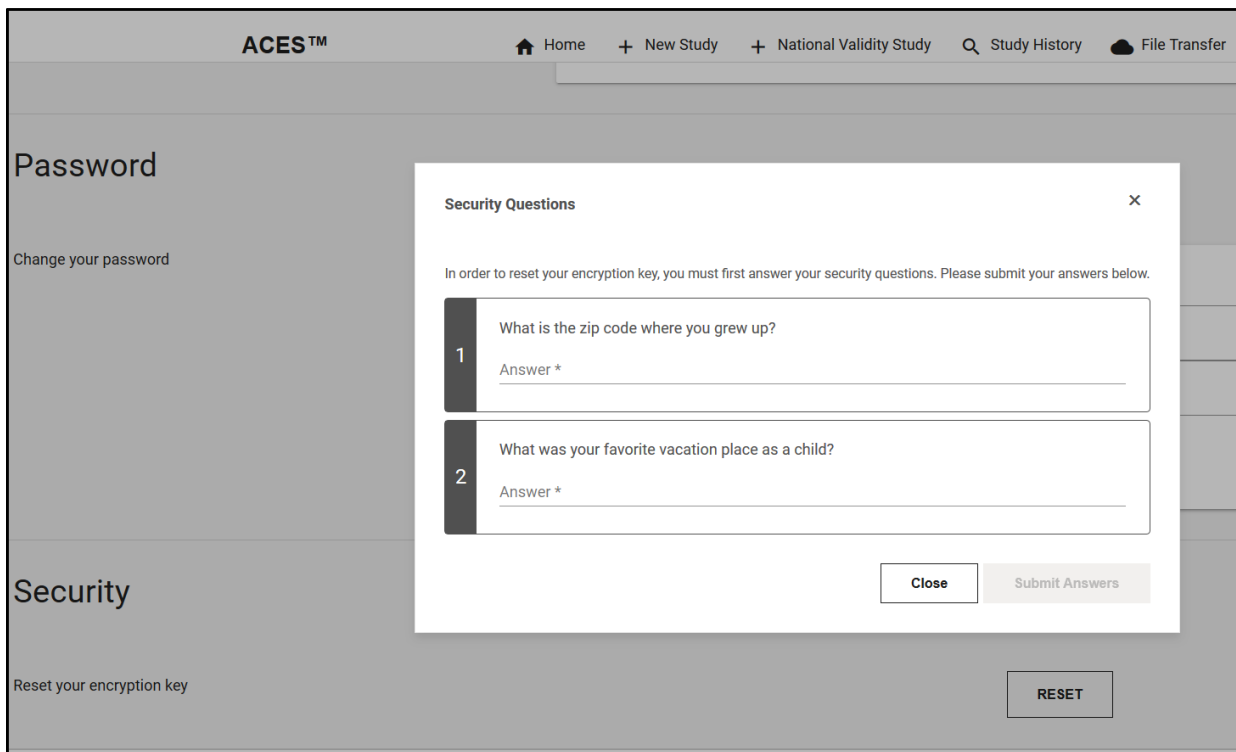
The files that require the Encryption Key are shown with a “lock” icon on the top right corner of each study results section. You will need to enter this Encryption Key in order to download and open the following data files:

- Original Data File
- Standardized Data Files

The key is not required to download the Data Quality Report, the PDF Report, or the Interactive html graphics.



In the event that you misplace your encryption key, you can reset it under your account settings, click on **“reset key”** and proceed to answer the security challenge questions you answered when obtaining the key.



If you are unable to answer your questions, contact the ACES technical support email or toll-free line to have your questions reset. Be prepared to answer questions to confirm your identity.

3. Create a unique study name (e.g., 2022 ACCUPLACER Placement Validity study) to help identify your study and add optional secondary contact information to notify others when the study is complete.

Note: Secondary contacts will not receive the study results but will be informed when the study results are available.

Study Information
Provide a custom name and optional secondary contacts for this study.

Study Name
Give this study a unique name to distinguish it from other similar studies.
2022 ACCUPLACER Placement Validity Study

Secondary Contacts (optional)
You will be automatically notified when your study is complete. If desired, include any colleagues you would also like notified of study completion. This will simply be a notification email; results will only be shared with you.

Full Name * ✘

E-mail address *

Add Secondary Contact

4. Select a data source for the study.
 - a. If using **existing data**, select the source from the drop-down list.
 - b. If **submitting new data** for this study, select “New Data” and click on the arrow to continue to the data submission page. Before preparing your data submission, you should review the study design page. Your data submission must have the variables you want to include in your study, including ACCUPLACER exam scores.

2 Data Submission Selection
Associate the request with a data submission.

Your study must be associated with a data submission holding the student data necessary to produce the report. You can either start a new data submission or reuse one from a previously submitted study that has either been completed or has advanced to the Analysis in Process phase.

You **must** complete your data submission before starting the study design.

New Data Existing Data

BEGIN ✘

Start Data Submission

2022 ACCUPLACER Placement Validity Study Data

➔

- c. The following steps will focus on creating a new data submission:

- i. On the data submission page, indicate a name for the data submission and a description. This will help you identify the submission in the future if you want to use the submission for another study.
- ii. Specify your institution’s grading policy by selecting one of the options.

Map your grading scale and add more grading standards if it applies. You will only need to indicate this information the **first time** you use the system as it will auto populate in future study requests.

Example: Add “P” for pass and “F” for fail. For the numeric value, select “No value” for this scenario.

- iii. Upload your data file for submission.

Make sure the file is properly formatted. Microsoft Excel, Comma Separated Value (CSV), SAS Transport (XPORT) or Tab Delimited (.TXT) are acceptable formats. Refer to the [Data Preparation Guide](#) for assistance.

It is recommended you use the ACES [Data Template](#) designed for this study whenever possible as this will help facilitate the data submission.

- iv. Once your data file has been successfully uploaded, scroll down to start editing the mapping fields.

- v. Begin by selecting a data element on the left to map to the data source on the right. Click the field, and a drop-down menu will appear.

In the example below, “student_id” is mapped as the student identifier.

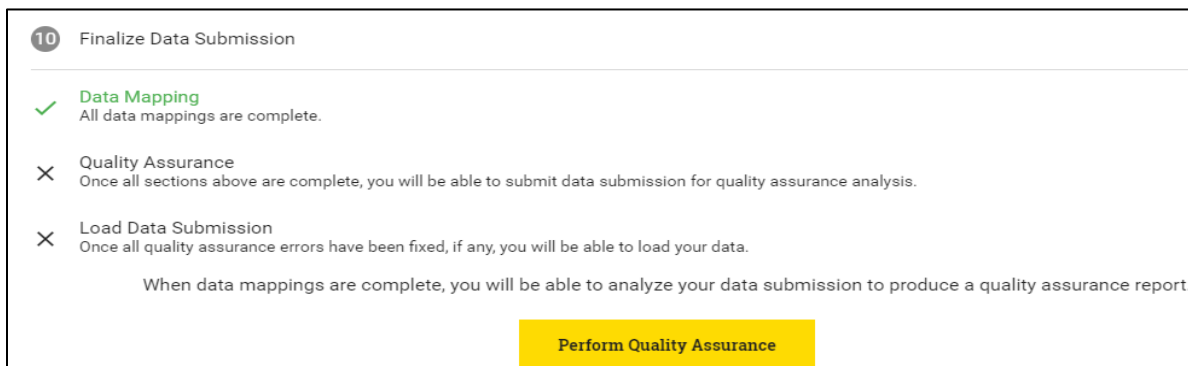


You will need to map all required variables for your study. Required variables are noted in the data template and the [Data Preparation Guide](#).

- vi. Review unmapped variables and decide whether to map them or to add them as extra pass-through variables. To add a variable to the pass-through list, check the box next to it.

Note: Variables added to the pass-through list will not be included or analyzed in the submitted study. **All variables must either be mapped or else be added to the pass-through list.**

- vii. Review your data submission requirements. Once all required variables have been mapped, a check appears next to that step to indicate you may proceed. The next step is to click on the “Perform Quality Assurance” button. This is an automated process that examines your data for the presence of required fields and values, checks for duplicate students or courses, and ensures integrity of the data. This process should take approximately 2-3 minutes.



10 Finalize Data Submission

✓ **Data Mapping**
All data mappings are complete.

✓ **Quality Assurance (PASS)**
PASS: Please view report for a detailed analysis. →

✗ **Load Data Submission**
Once all quality assurance errors have been fixed, if any, you will be able to load your data.

Once all sections above are complete you will be able to load your data submission to the data warehouse.

Load Data Submission

- viii. After the quality assurance step is completed and no errors are reported, navigate back to the study design page to finish the rest of the study's requirements.
5. Back on the "Study Design" page, under the "Course Analysis" section, specify a course and success criterion. You may optionally add an additional success criterion for your study.

3 Course Analysis

Select at least one College Board ACCUPLACER test to be used as a predictor in the analysis for this course. You may also use scores from local placement tests administered at your institution or other measures of student performance that you wish to study. You may specify predictor measures, but you must include at least one ACCUPLACER test predictor for each course you want to analyze.

Specify a Course Success Criterion

Course Standard Additional (Optional)

ESL Level 1 C A

6. Select at least one ACCUPLACER test predictor. You may select up to five.

Test Predictors

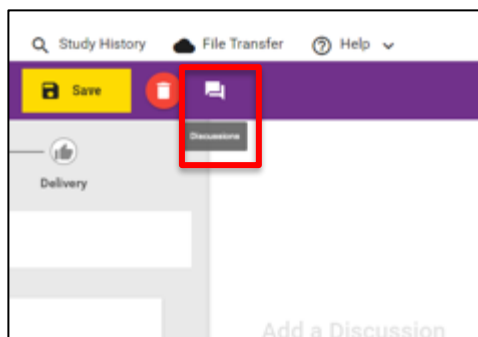
Select at least one ACCUPLACER Test predictor.

1 of 5 Options Selected

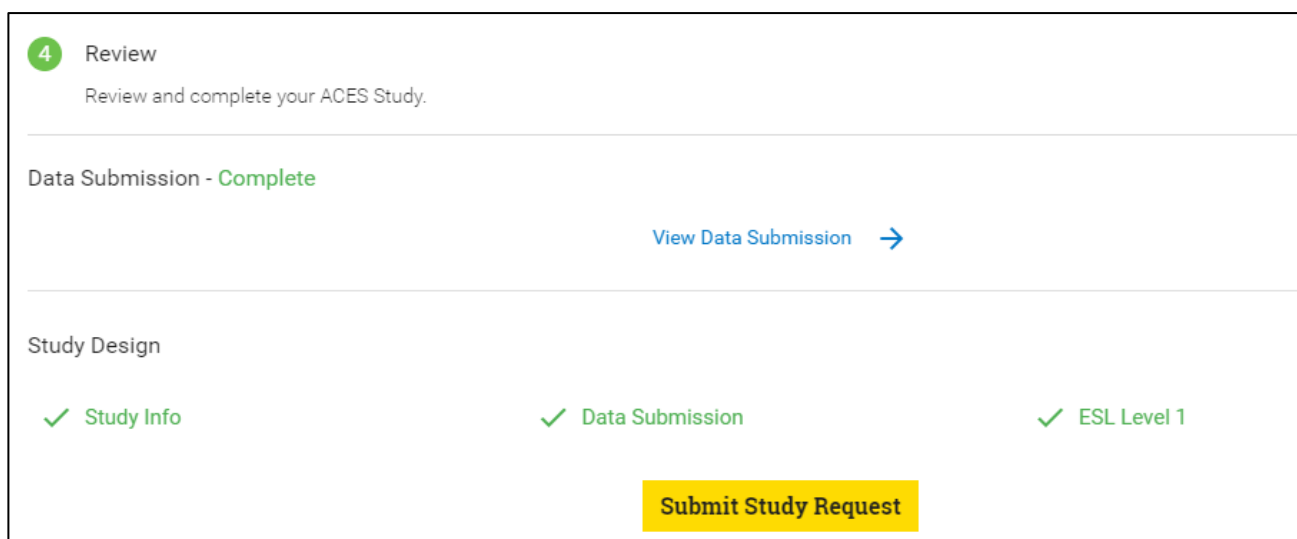
<p style="text-align: center;">ACCUPLACER Test</p> <p><input type="checkbox"/> Next-Generation Advanced Algebra & Functions (AAF)</p> <p><input type="checkbox"/> Next-Generation Arithmetic (Arith.)</p> <p><input type="checkbox"/> Next-Generation Quantitative Reasoning, Algebra, & Statistics (QAS)</p> <p><input type="checkbox"/> Next-Generation Reading</p> <p><input type="checkbox"/> Next-Generation Writing</p> <p><input type="checkbox"/> ESL Reading Skills</p> <p><input checked="" type="checkbox"/> ESL Sentence Meaning</p>	<p style="text-align: center;">Custom Predictors</p> <p><input type="checkbox"/> Custom Predictor 1 (not mapped)</p> <p><input type="checkbox"/> Custom Predictor 2 (not mapped)</p> <p><input type="checkbox"/> Custom Predictor 3 (not mapped)</p> <p><input type="checkbox"/> Custom Predictor 4 (not mapped)</p> <p><input type="checkbox"/> Custom Predictor 5 (not mapped)</p>
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7. Review all information and ensure the data submission is complete. If at any point during the study design or data submission process you have questions or require technical

assistance, you can use the “Discussions” feature at the top right corner of the screen and technical support will be provided.



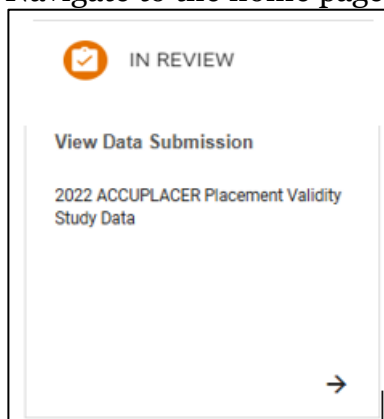
8. Select “Submit Study Request.”



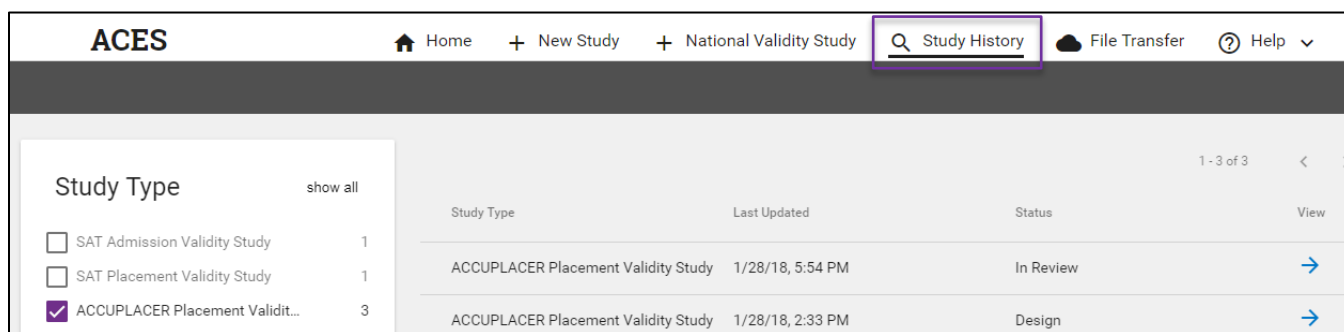
9. You will receive an email when your study request has been reviewed and the analysis has begun. It will take approximately 20 business days to complete your study.

Check Study Request Status

1. Navigate to the home page to see an overview status of your recently submitted studies.



2. For information about previously submitted studies, navigate to the “Study History” tab in the top navigation bar.
3. Select the study to see the status. To filter the list, use the “Study Type” module on the left side.



The screenshot shows the ACES Study History page. The top navigation bar includes 'Home', '+ New Study', '+ National Validity Study', 'Study History' (highlighted with a purple box), 'File Transfer', and 'Help'. On the left, the 'Study Type' filter is set to 'ACCUPLACER Placement Validit...' with 3 items. The main table lists studies with columns for Study Type, Last Updated, Status, and View.

Study Type	Last Updated	Status	View
ACCUPLACER Placement Validity Study	1/28/18, 5:54 PM	In Review	→
ACCUPLACER Placement Validity Study	1/28/18, 2:33 PM	Design	→

Retrieve Study Results

1. You will receive an email when your study is complete and available for download.
 2. From the home page, scroll down to the “Completed” section.
 3. Select “Download Results” and choose the type of report/file in the menu.
- The following types of reports and files will be available for download: original data file, standardized data files, data quality reports, PDF report, and interactive graph file.

Study Design Data Submission **Study Results**

READY

Original Data File

The original data file submitted.

183.57 KB | Sample_Data.xlsx
UPLOADED Nov 12, 2024, 10:33 AM

READY

Standardized Data Files

A compressed file containing the standardized data files transformed from your original data.

17.23 KB | harmonized_data.zip
CREATED Nov 12, 2024, 10:35 AM

READY

Data Quality Report

A zip file containing the quality assurance reports run against your submitted data.

61.73 KB | qa_reports.zip
CREATED Nov 12, 2024, 10:35 AM

READY

Institution Report

Full institution report in PDF format.

888.28 KB | ACES_Sample_Study_for_Sample_College_pv0gqbP6zEnhpwSL.pdf
UPLOADED Nov 12, 2024, 10:37 AM

READY

Interactive Graphs

Interactive tables and charts to supplement the PDF report.

7.76 MB | ACES_Sample_Study_Interactive_Sample_College_pv0gqbP6zEnhpwSL.html
UPLOADED Nov 12, 2024, 10:37 AM

ACES Technical Support

Support email: aces-collegeboard@norc.org

Support telephone: 1-800-439-8309

Support hours: Monday-Friday, 9am-5pm EST

General information: collegeboard.org/aces