

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

April 2022

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## ACES Overview

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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

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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

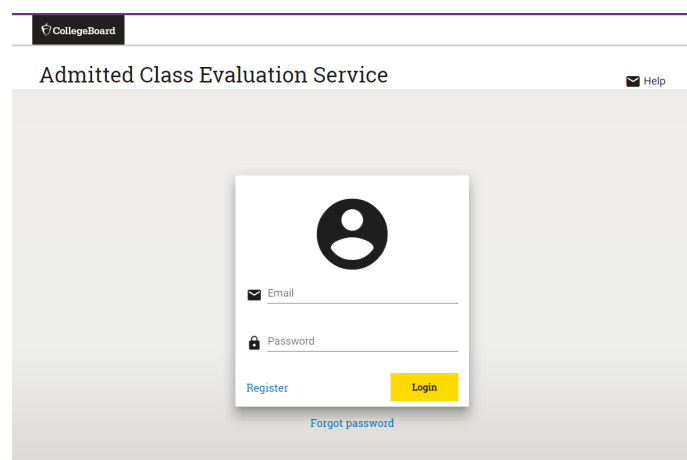
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Your first step will be to register for an account with ACES. You will then design your study and prepare your data file for submission. Before submitting data and finalizing your study, you will be required to sign the data sharing agreement on the 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

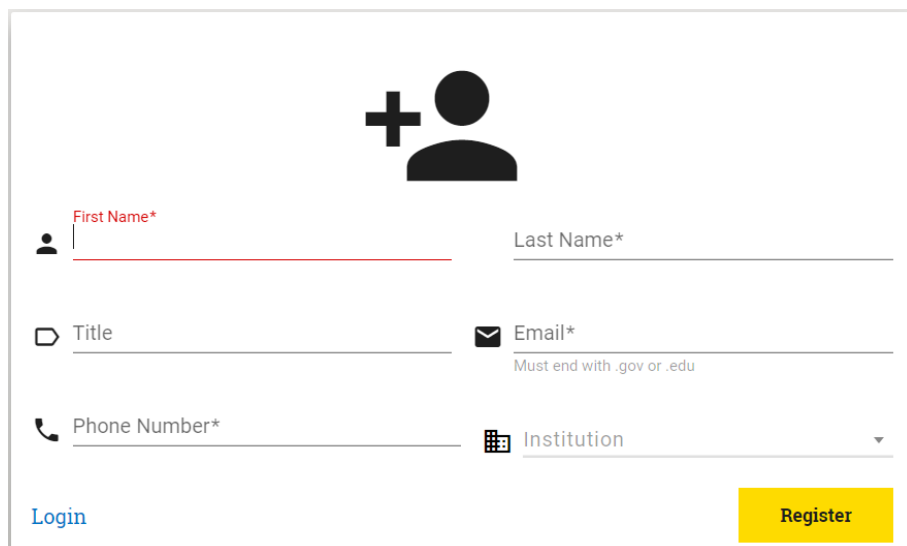
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1. Navigate to <https://acesportal.collegeboard.org>
2. Click “REGISTER” on the login page.

The screenshot shows the ACES portal login page. At the top, there is a CollegeBoard logo and the text "Admitted Class Evaluation Service" with a "Help" link. The main content area features a white login box with a black silhouette icon at the top. Below the icon are two input fields: "Email" and "Password". At the bottom of the box are two buttons: a blue "Register" button and a yellow "Login" button. Below the login box is a blue link that says "Forgot password". At the very bottom of the page, there is a small copyright notice: "© 2018 The College Board | PSAT/NMSQT is a registered trademark of the College Board and National Merit Scholarship Corporation."

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.



The registration form is displayed within a light gray border. At the top center is a large black icon of a person with a plus sign. Below this, the form contains several input fields:
 

- First Name\***: A text input field with a red asterisk and a small person icon to its left.
- Last Name\***: A text input field with a gray asterisk.
- Title**: A text input field with a small document icon to its left.
- Email\***: A text input field with a small envelope icon to its left. Below the field is the text "Must end with .gov or .edu".
- Phone Number\***: A text input field with a small telephone handset icon to its left.
- Institution**: A dropdown menu with a small grid icon to its left.

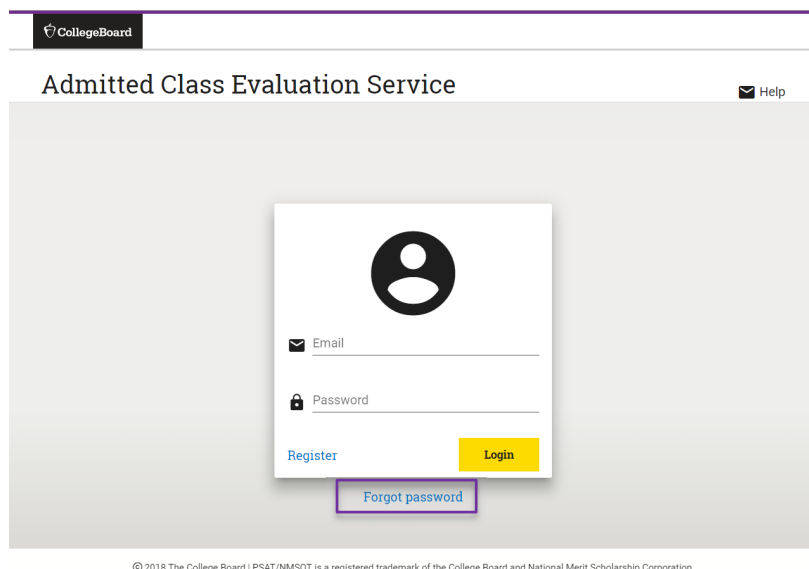
 At the bottom left is a blue "Login" link. At the bottom right is a yellow "Register" button.

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 (!, ?, @, \*).

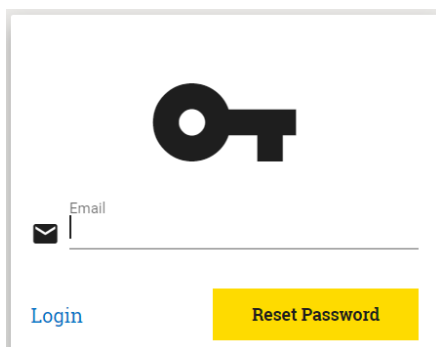
## **Password Reset**

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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

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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, the CollegeBoard logo is on the left, and a user profile icon is on the right. Below the header, a navigation bar contains links for Home, New Study (highlighted), National Validity Study, File Transfer, and Help. The main content area is titled 'Select a Study' and lists seven study options in a two-column layout. Each option includes a title, a brief description, and a 'Select' button. The 'ACCUPLACER Placement Validity Study' is highlighted with a purple border. The descriptions for each study are as follows:

- SAT Admission Validity Study:** Inform your admission decisions with a customized report, predictive models, and matched file that help you understand the relationship between different predictors, including SAT scores, and student performance at your institution.
- ACCUPLACER Placement Validity Study:** 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. Note that at least 30 students with the ACCUPLACER score and course grade of interest are required for this study.
- SAT Placement Validity Study:** Evaluate how performance on the SAT relates to student performance in introductory coursework in corresponding domains, in order to validate and improve placement decisions.
- Retention Study:** Evaluate a selection of relevant predictors and the likelihood of students returning to your institution, as well as identify those at high risk for not returning.
- Completion Study:** Evaluate a selection of relevant predictors and the likelihood of students completing a degree at your institution, as well as identify those at high risk for not completing a degree.
- AP Placement Validity Study:** Evaluate how performance on AP Exams relates to student performance in sequent and subsequent courses, in order to validate and improve credit and placement policy decisions.
- CLEP Placement Validity Study:** Evaluate how performance on CLEP Exams relates to student performance in sequent and subsequent courses, in order to validate and improve credit and placement policy decisions.
- Year Over Year SAT Admission Validity Study:** Examine trends in entering cohort descriptive statistics and predictive relationships (e.g. SAT scores, HSGPA, etc., with college GPA) over time, within and across student cohorts.

- 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.

The screenshot shows a web form titled "Configure Security Questions". At the top, a paragraph explains that all files containing PII will be encrypted and that users must answer three security questions to reset their passcode. The form contains three numbered questions, each with a text input field:

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

Below the questions are two input fields labeled "Question \*" and "Answer \*". At the bottom left, it says "Step 2 of 3". At the bottom right, there is a "Set Questions" button.

- 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.

The screenshot shows a dialog box titled "Encryption Key" with a close button (X) in the top right corner. The text inside reads: "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." Below this text, it says "Your encryption passcode is:" followed by a large text box containing the key "odLDbgGZ4YW". A yellow "Close" button is in the bottom right corner.

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
- Matched Data File [NOTE: Not provided in ACCUPLACER studies]

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

Study Design

Data Submission

Study Results

<div>✓ READY</div> <div>AUG 22, 2018, 10:35 AM</div> <div>Original Data File</div> <div>The original data file submitted.</div> <div>546.28 KB   retention_data_sample ..</div>	<div>✓ READY</div> <div>Standardized Data Files</div> <div>A compressed file containing the standardized data files transformed from your original data.</div> <div>1.20 KB   harmonized_data.zip</div>	<div>✓ READY</div> <div>Data Quality Report</div> <div>A zip file containing the quality assurance reports run against your submitted data.</div> <div>39.94 KB   qa_reports.zip</div>
<div>⌚ NOT AVAILABLE</div> <div>Matched Data File</div> <div>A data file containing your original data merged with the College Board cohort data.</div>	<div>⌚ NOT AVAILABLE</div> <div>Institution Report</div> <div>Full institution report in PDF format.</div>	<div>⌚ NOT AVAILABLE</div> <div>Interactive Graphs</div> <div>Interactive tables and charts to supplement the PDF report.</div>

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.

ACES™

HomeNew StudyNational Validity StudyStudy HistoryFile Transfer

Password

Change your password

Security

Reset your encryption key

Security Questions

In order to reset your encryption key, you must first answer your security questions. Please submit your answers below.

1

What is the zip code where you grew up?

Answer \*

2

What was your favorite vacation place as a child?

Answer \*

CloseSubmit Answers

RESET

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., 2018 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.

1 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.

2018 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

Mary Smith

E-mail address

msmith@case.edu

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 completed study.

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

New Data

Existing Data

+

BEGIN

Start Data Submission

2018 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.

**2 Institution Grade Mapping**

Describe how grades for course work will be formatted in your data. After you complete this, the information will be used for future data submissions. You can update this at anytime if necessary.

Please tell us the format you will use to submit grades and the GPA range your institution uses.

Submitted Grade Format: **Letter values** (Example: A+, B-, C, F, W, I)

Institution GPA Range: **GPA value on a scale of 0 - 4.5** (Examples: A+ = 4.5, B = 3.0, F = 0.0)

Please complete the following table. Default values have been provided, you may modify as needed.

Submitted value	Standard value	GPA value
A+	Grade *	4.33
A	Grade *	4
A-	Grade *	3.67

### 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.

### 3 Data File Upload

To initiate your submission, please upload your data file. Consult the ACES Data Submission Guide for information on how to prepare your data.

[Download Excel Template](#)

Contact us or use the discussion feature if you need technical assistance.

Accuplacer.xlsx



- 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.

#### 4 Identifiers

Variables that uniquely identify individual students within and across institutions.

1 of 1 Required Fields Mapped

Data Element	Data Source
student_id	✓ Student Identifier*

You will need to map all required variables for your study. Required variables are noted in the data template and the [Date 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**  
Once all sections above are complete, you will be able to submit data submission for quality assurance analysis.
  - ✗ **Load Data Submission**  
Once all quality assurance errors have been fixed, if any, you will be able to load your data.
- When data mappings are complete, you will be able to analyze your data submission to produce a quality assurance report.

Perform Quality Assurance

#### 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 ESL Level 1 ▼	Standard C ▼	Additional (Optional) A ▼

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

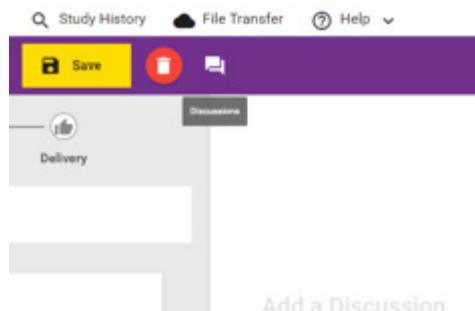
#### Test Predictors

Select at least one ACCUPLACER Test predictor.

1 of 5 Options Selected

<h4>ACCUPLACER Test</h4> <ul style="list-style-type: none"> <li><input type="checkbox"/> Next-Generation Advanced Algebra &amp; Functions (AAF)</li> <li><input type="checkbox"/> Next-Generation Arithmetic (Arith.)</li> <li><input type="checkbox"/> Next-Generation Quantitative Reasoning, Algebra, &amp; Statistics (QAS)</li> <li><input type="checkbox"/> Next-Generation Reading</li> <li><input type="checkbox"/> Next-Generation Writing</li> <li><input type="checkbox"/> ESL Reading Skills</li> <li><input checked="" type="checkbox"/> ESL Sentence Meaning</li> </ul>	<h4>Custom Predictors</h4> <ul style="list-style-type: none"> <li><input type="checkbox"/> Custom Predictor 1 (not mapped)</li> <li><input type="checkbox"/> Custom Predictor 2 (not mapped)</li> <li><input type="checkbox"/> Custom Predictor 3 (not mapped)</li> <li><input type="checkbox"/> Custom Predictor 4 (not mapped)</li> <li><input type="checkbox"/> Custom Predictor 5 (not mapped)</li> </ul>
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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.”

### 4 Review

Review and complete your ACES Study.

Data Submission - **Complete**

[View Data Submission](#) →

Study Design

✓ Study Info

✓ Data Submission

✓ ESL Level 1

**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.

ACES

[Home](#)
[+ New Study](#)
[+ National Validity Study](#)

Q

Study History

[File Transfer](#)
[Help](#)

Study Type

show all

☐ SAT Admission Validity Study 1
 ☐ SAT Placement Validity Study 1
 ☒ ACCUPLACER Placement Validit... 3

1 - 3 of 3

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.

✓ READY

Original Data File

The original data file submitted.

9.73 KB | Accuplacer-1-28.xlsx

↓

✓ READY

Standardized Data Files

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

995.00 bytes | harmonized\_dat...

↓

✓ READY

Data Quality Report

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

60.17 KB | qa\_reports.zip

↓

✓ READY

JAN 29, 2018

Institution Report

Full institution report in PDF format.

630.85 KB | ACES\_ACCUPLACE...

↓

✓ READY

JAN 29, 2018

Interactive Graphs

Interactive tables and charts to supplement the PDF report.

4.34 MB | ACES\_ACCUPLACER...

↓

## **ACES Technical Support**

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**Support email:** [aces-collegeboard@norc.org](mailto:aces-collegeboard@norc.org)

**Support telephone:** 1-800-439-8309

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

**General information:** [collegeboard.org/aces](https://collegeboard.org/aces)