

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

April 2022

Table of Contents

ACES Overview.....	3
AP Placement Validity Study Overview.....	3
Submission Overview.....	3
Getting Started – Account Registration	3
Password Reset	5
Logging In.....	6
Create a Study	6
Check Study Request Status.....	13
Retrieve Study Result	14
ACES Technical Support	15

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 classes. ACES helps you answer important questions about the assessments you use to admit and place students at your institution.

AP Placement Validity Study Overview

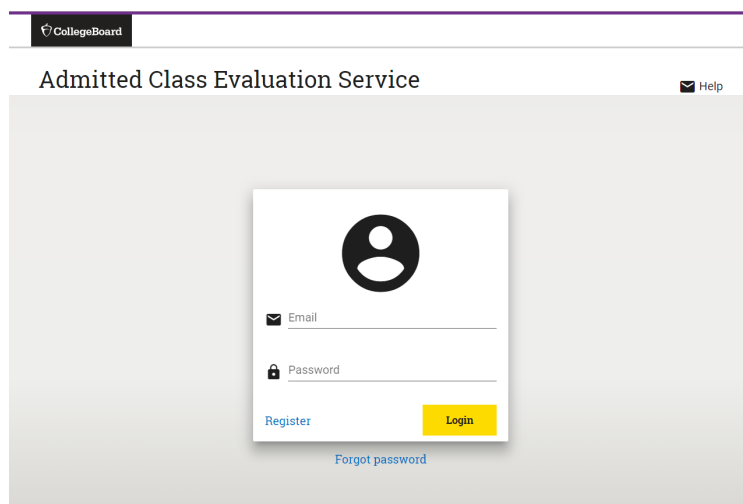
Evaluate how performance on AP Exams relates to student performance in sequent or subsequent courses in order to validate and improve your institution's AP credit and placement policy decisions. By comparing mean course grades by pathway of entry into the course, this study can help support data-driven decisions regarding credit and placement of students with acceptable AP Exam performance.

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 study is ready.

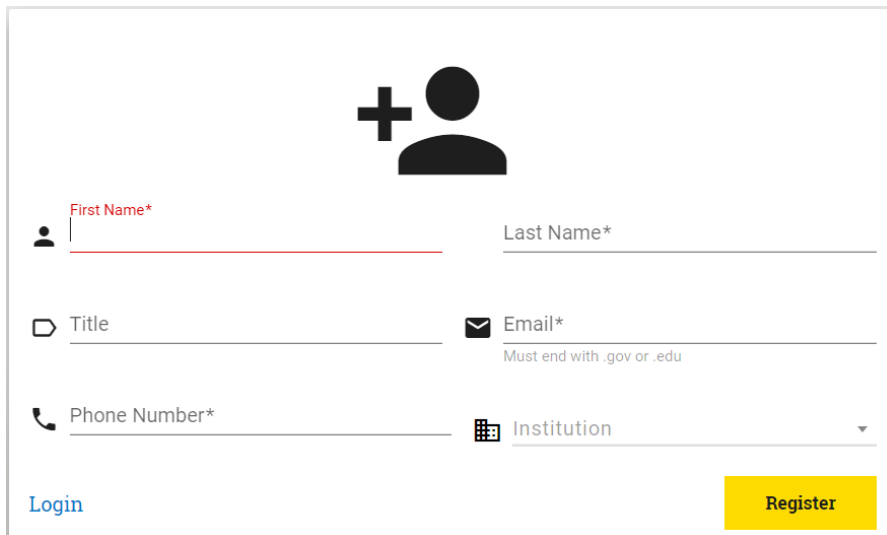
Getting Started – Account Registration

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 left is the CollegeBoard logo. The page title is "Admitted Class Evaluation Service" with a "Help" link on the right. The main content area features a white login box with a person icon, an "Email" input field, a "Password" input field with a lock icon, a blue "Register" link, a yellow "Login" button, and a blue "Forgot password" link below the box. At the 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 “non-institution user” 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 contains several input fields: 'First Name*' and 'Last Name*' (both with red asterisks), 'Title' (with a folder icon), 'Email*' (with an envelope icon and a note 'Must end with .gov or .edu'), 'Phone Number*' (with a phone icon), and 'Institution' (with a grid icon and a dropdown arrow). At the bottom left is a blue 'Login' link, and at the bottom right is a yellow 'Register' button.

First Name* | Last Name*

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

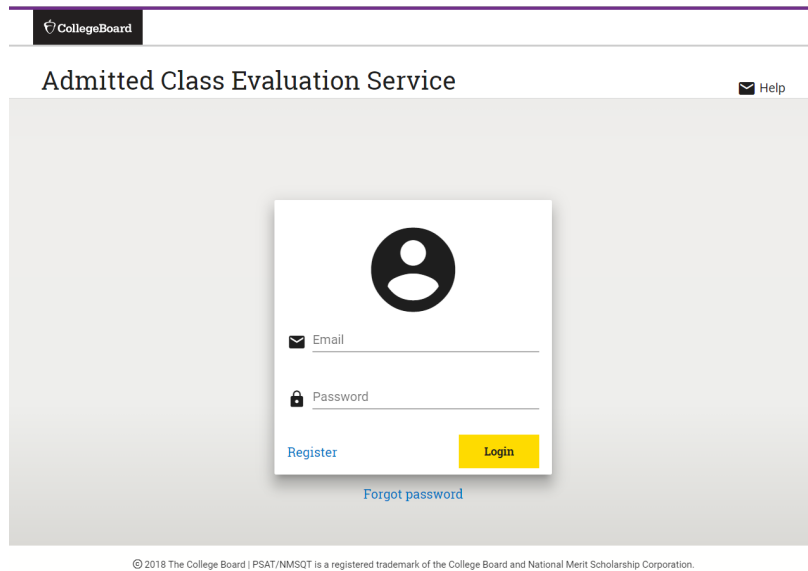
Phone Number* | Institution

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

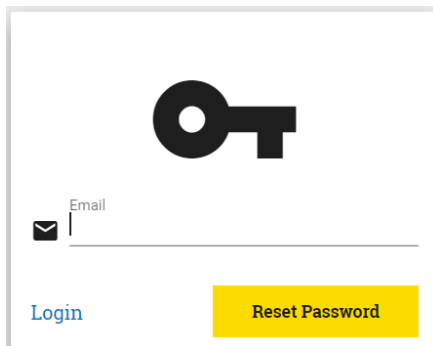
4. Click “REGISTER.”
5. Upon registering, an “Account created!” message will appear.
6. Within a few minutes, you should receive a confirmation email.
 - Please check your spam/junk folder if you do not see your confirmation email in your inbox.
7. Click on the link within the confirmation email to activate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

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 shows the ACES™ portal 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, there is a dark grey header with the text "Select a Study". The main content area is divided into two columns of study options, each with a blue arrow icon and a title. The options are: SAT Admission Validity Study, ACCUPLACER Placement Validity Study, SAT Placement Validity Study, AP Placement Validity Study (highlighted with a red box), Retention Study, CLEP Placement Validity Study, Completion Study, and Year Over Year SAT Admission Validity Study. Each option has a brief description below it.

3. Create a unique study name (e.g., 2018 AP 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 AP 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** (previously submitted to the ACES system), 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.

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

You must submit your data before you can continue.

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.

+ BEGIN



Start Data Submission

2018 AP 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.

1 Submission Information

Provide a name and description for your data submission.

Data Submission Title *
2018 AP Placement Validity Study Data

Description

- 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 Institution GPA Range
 Letter values GPA value on a scale of 0 ~ 4.5
Example: A+, B-, C, F, W, I Examples: A+= 4.5 (or 4.0), 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+ →	A+ ▼	4.33

- iii. Specify your institution’s academic term format for the data submission and follow the prompts and instructions on the screen.

How is the year formatted in the coursework terms you will submit in your data?

Note: academic year refers to the school year the term occurs in (e.g. both Fall and Spring terms for the 2017-2018 school year, will use only one or both of 2017/2018). Calendar year refers to the actual year the term takes place (e.g. for the 2017-2018 school year Fall will use 2017, Spring will use 2018).

Which year is used in your data Calendar year	How is the year formatted 4 digit calendar year	Fall 2017, Spring 2018
<small>The actual year the term starts.</small>		<small>The examples above, based on a 2017-2018 year, are for illustration purposes only. You may spell your terms differently (e.g. FA,SP).</small>

How many full terms do most students typically enroll?

2 (e.g. Fall and Spring)

- often referred to as semesters
- full terms are about 16 weeks
- a 3rd term (e.g. Summer) may be offered
- sessions may be offered within terms (e.g. 8 week courses)
- mini-terms may be offered between main terms (e.g. 4 week December term between Fall and Spring)

3 (e.g. Fall, Winter, and Spring)

- often referred to as quarters
- full terms are about 12 weeks
- a 4th term (e.g. Summer) may be offered
- sessions may be offered within terms (e.g. 6 week courses)
- mini-terms may be offered between main terms (e.g. 4 week May term between Spring and Summer)

Other

This is not typical. Most calendars can be described using the first two options and utilizing the supported sessions and mini-terms

iv. 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.

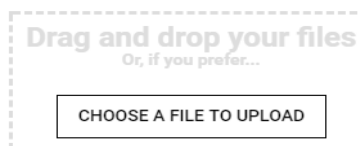
It is recommended you use the ACES [Data Template](#) designed for this study whenever possible as this will help facilitate the data submission.

4 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.



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

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

vi. 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.

5 Identifiers
Variables that uniquely identify individual students within and across institutions.

1 of 1 Required Fields Mapped

Data Element	Data Source
student_id <input type="checkbox"/>	✓ Student Identifier* i

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

- vii. 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.**

8 Unmapped Variables

Unmapped Variables (0)

No unmapped variables found.

- viii. 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 save and 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.

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**
Data Submission has been successfully loaded into data warehouse.

Your data submission is complete. If your study design is also complete, you will be able to submit your study for review.

- 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.
- Back on the Study Design page, under the Exam Analysis section, specify the exam you wish to evaluate. If two exams are treated interchangeably for credit for the same course or courses (for example, AP English Language and AP English Literature both awarding credit for English 100), select both exam titles. You will be able to create a new study for each exam or combination of exams of interest.

Study Design Data Submission Study Results

2 of 2 Options Selected

English	History	STEM	Language
<input type="checkbox"/> English Language and Composition	<input type="checkbox"/> Comparative Government and Politics	<input checked="" type="checkbox"/> Biology	<input type="checkbox"/> Chinese Language and Culture
<input type="checkbox"/> English Literature and Composition	<input type="checkbox"/> European History	<input type="checkbox"/> Calculus AB	<input type="checkbox"/> French Language and Culture
	<input type="checkbox"/> Human Geography	<input type="checkbox"/> Calculus BC	<input type="checkbox"/> German Language and Culture
	<input type="checkbox"/> Macroeconomics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Italian Language and Culture
	<input type="checkbox"/> Microeconomics	<input type="checkbox"/> Computer Science A	<input type="checkbox"/> Japanese Language and Culture
	<input type="checkbox"/> Psychology	<input type="checkbox"/> Computer Science Principles	<input type="checkbox"/> Latin
	<input type="checkbox"/> United States Government and Politics	<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Spanish Language and Culture
	<input type="checkbox"/> United States History	<input checked="" type="checkbox"/> Physics 1	<input type="checkbox"/> Spanish Literature and Culture
	<input type="checkbox"/> World History	<input type="checkbox"/> Physics 2	
		<input type="checkbox"/> Physics C: Electricity and Magnetism	
		<input type="checkbox"/> Physics C: Mechanics	
		<input type="checkbox"/> Statistics	

In the “Course Placement” section, specify what course(s) a student earns credit for and what course(s) the student can be placed into based on a placement exam score or score range.

- Select 1-2 credited course(s) and their corresponding 1-3 placed course(s).
- Note:* If you do not see the course you are looking for or no courses are available, please ensure that you have them mapped in your data submission.

Course Placement

Specify what course(s) a student earns credit for and what course(s) the student can be placed into based on a placement exam score or score range. If you do not see a course you are looking for, or there are no courses available for selection, ensure you have mapped them in the data submission.

Score	Credited Course(s) Select 1 to 2 courses.	Placed Course(s) Select 1 to 3 courses.
3	Courses Mathematics 243	Courses Introduction to Psycholo...
4	Courses Mathematics 243	Courses Physics 193
5	Courses Mathematics 243	Courses Biology 313

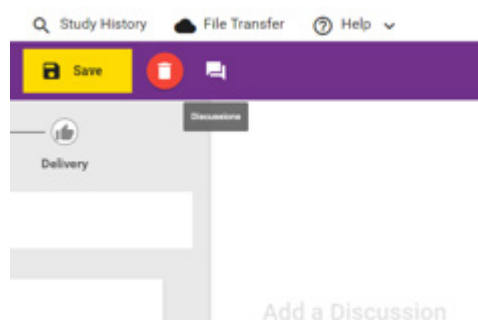
- In the Parallel Group Analysis section you can indicate with a check whether or not you would like to evaluate the performance of an “other” group of students in the placed courses along with the performance of students who entered through AP credit or through taking the credited courses(s). In order to make appropriate comparisons, this group should consist of only one type of parallel group, such as all dual enrollment credit holders.

Parallel Group Analysis

Would you like to evaluate the performance of an "other" group of students in the placed courses along with the performance of students who entered through AP credit or through taking the credited course(s)? If you select this, your course level data must include a flag indicating the students in this group.

Analyze Parallel Group

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



- Save and Select “Submit Study Request” after which the study would be in the review process.

4

Review

Review and complete your ACES Study.

Data Submission - **Complete**

[View Data Submission](#) →

Study Design

✓ Study Info

✓ Data Submission

✓ STEM

[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 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 on 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](#) [Study History](#) [File Transfer](#) [Help](#)

Study Type show all

- SAT Admission Validity Study 5
- SAT Placement Validity Study 1
- ACCUPLACER Placement Validit... 0
- CLEP Placement Validity Study 1
- AP Placement Validity Study 4

1 - 4 of 4 < >

Study Type	Last Updated	Status	View
AP Placement Validity Study	1/27/18, 3:43 PM	Design	→
AP Placement Validity Study	1/27/18, 12:53 PM	In Review	→
AP Placement Validity Study	1/26/18, 6:49 PM	Design	→

Retrieve Study Result

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.

13.29 KB | AP_Placement.xlsx [↓](#)

✓ **READY**

Standardized Data Files

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

1.38 KB | harmonized_data.zip [↓](#)

✓ **READY**

Data Quality Report

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

63.62 KB | qa_reports.zip [↓](#)

✓ **READY**

JAN 28, 2018

Institution Report

Full institution report in PDF format.

485.69 KB | ACES_AP_Sample_... [↓](#)

✓ **READY**

JAN 28, 2018

Interactive Graphs

Interactive tables and charts to supplement the PDF report.

4.37 MB | ACES_AP_Sample_D... [↓](#)

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