

**ACES (Admitted Class Evaluation Service™)  
SAT® Admission Validity Study Guide**

January 2025

## Table of Contents

---

ACES Overview .....	3
SAT Admission Validity Study Overview .....	3
Submission Overview .....	3
Getting Started – Account Registration .....	3
Password Reset .....	4
Logging In.....	5
Create a Study.....	5
Check Study Request Status .....	17
Retrieve Study Results .....	18
ACES Technical Support .....	18

## 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.

## SAT Admission Validity Study Overview

---

Inform your admission decisions with a customized report and predictive models that help you understand the relationship between different predictors, including SAT scores, and student performance at your institution.

## Submission Overview

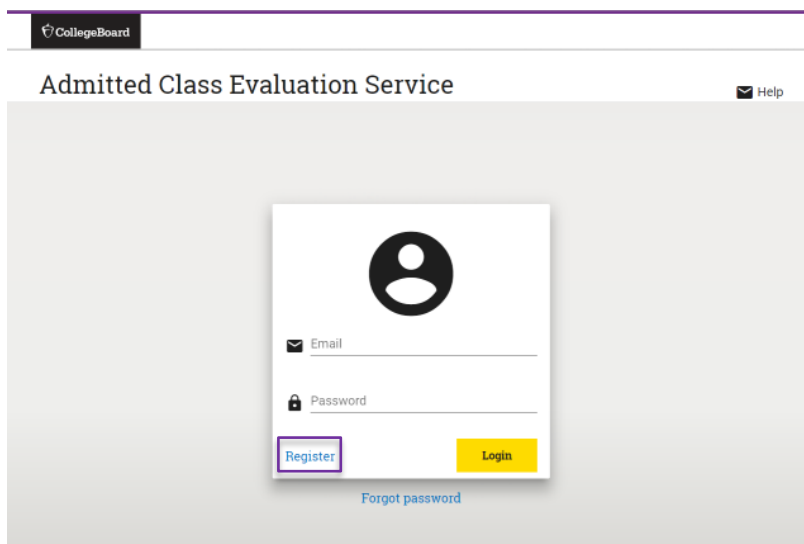
---

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.

The registration form contains the following fields and buttons:

- First Name\*** (text input)
- Last Name\*** (text input)
- Title** (dropdown menu)
- Email\*** (text input with note: "Must end with .gov or .edu")
- Phone Number\*** (text input)
- Institution** (dropdown menu)
- Login** button
- 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 eight characters and contain at least one number, uppercase letter, and symbol (!, ?, @, \*).

## Password Reset

---

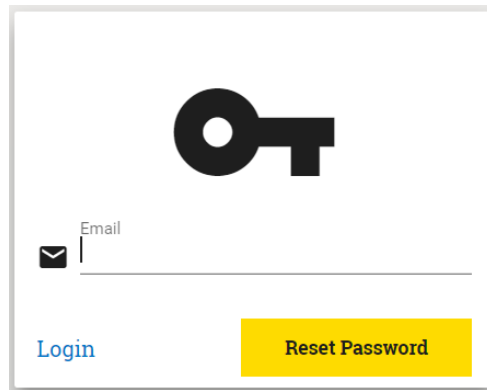
1. Click on “FORGOT PASSWORD” on the login page.

The login page features the following elements:

- CollegeBoard logo
- Admitted Class Evaluation Service title
- Help icon
- Forgot password link (highlighted with a purple box)
- Register button
- Login button
- Email input field
- Password input field

© 2018 The College Board | PSAT/NMSQT is a registered trademark of the College Board and National Merit Scholarship Corporation.

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 8 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

---

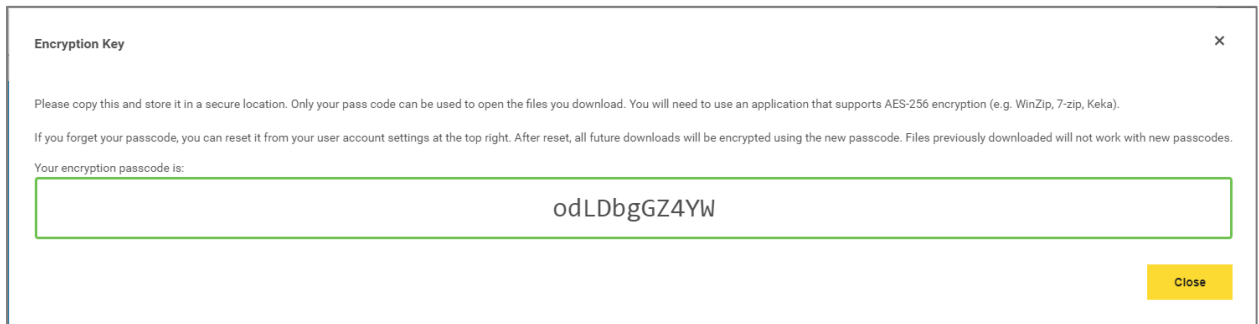
1. From the home screen, navigate to the “New Study” section.
2. Select “SAT Admission Validity Study.”
  - a. When you request a study for the first time, you will be prompted to choose whether you are a two year or a four-year institution. You will only need to indicate this information the first time you use the system as it will save your choice for future study requests.

The screenshot shows the ACES™ interface with a navigation bar containing 'Home', 'New Study', 'National Validity Study', 'File Transfer', and 'Help'. Below the navigation bar is a 'Select a Study' section. The 'SAT Admission Validity Study' is highlighted with a purple border. The text for this study reads: 'Inform your admission decisions with a customized report and predictive models that help you understand the relationship between different predictors, including SAT scores, and student performance at your institution.' Other studies listed include ACCUPLACER Placement Validity Study, SAT Placement Validity Study, AP Placement Validity Study, Retention Study, CLEP Placement Validity Study, Completion Study, and Year Over Year SAT Admission Validity Study.

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 the 'Configure Security Questions' form. It includes a header 'Configure Security Questions' and a paragraph explaining that all files containing PII will be encrypted and that users must answer three security questions to reset their passcode. The form contains a list of three questions: 1. 'What was the name of your elementary school?', 2. 'What was your grandfather's (on your mother's side) first name?', and 3. 'What was the first name of your favorite childhood friend?'. Below the list, there are input fields for 'Question \*' and 'Answer \*'. A 'Set Questions' button is located at the bottom right. The page is labeled 'Step 2 of 3'.

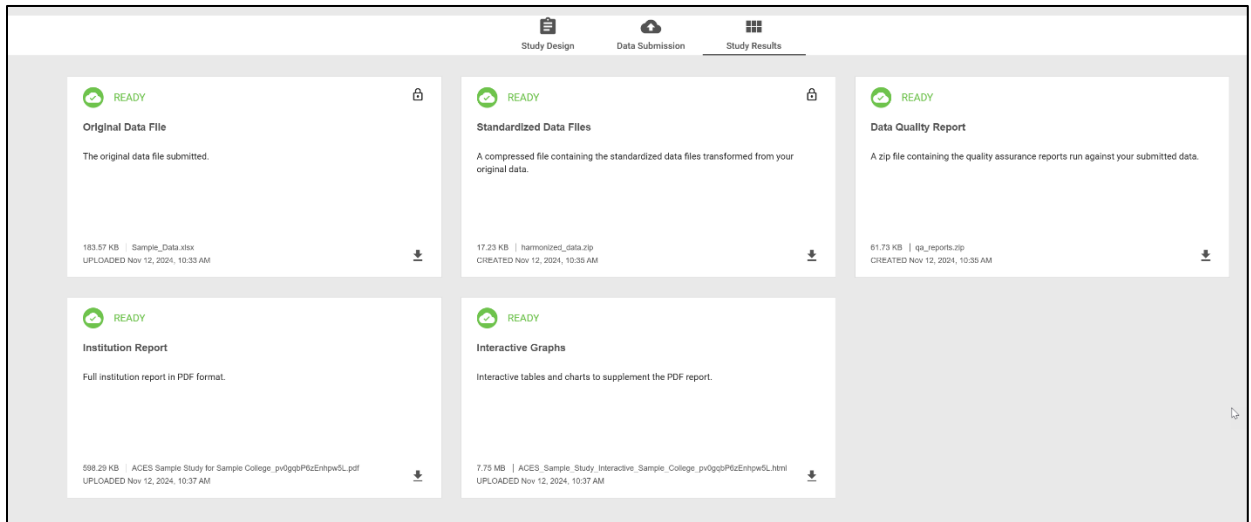
c) Once you have selected your **three security questions** and provided responses, you will be given an **Encryption Key**. **KEEP THIS KEY FOR YOUR RECORDS**. It is required for you to download and open your data files. This key is unique to you and linked to your account.



The 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 Institution 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.

ACES™ Home + New Study + National Validity Study Q Study History File Transfer

Password

Change your password

Security

Reset your encryption key

**Security Questions** X

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 \*

Close Submit 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., 2022 SAT Admission 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.

<p><b>Study Name</b> Give this study a unique name to distinguish it from other similar studies.</p> <p>2022 SAT Admission Validity Study</p>	<p><b>Secondary Contacts (optional)</b> 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.</p> <p>Full Name * <span style="color: red;">X</span></p> <p>E-mail address *</p>
---	--

**Add Secondary Contact**



4. Select a data source for the study. You can select from an **existing data** source or submit **new data**. It is important that you review the “Study Design” page and the options available for your study before preparing and submitting your data. Let’s review the page now and return to the data submission later in the guide.

2 Data Submission Selection

Associate this study 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.

It is **not necessary** to begin the data submission prior to completing the SAT Admission study design. However, when your data submission is complete, any custom predictors or subgroups selected in the design must be present. You will not be able to submit your study until the data submission is complete.

5. On the “Study Design” page, select a cohort year and associated criterion.

3 Specify Cohort and Criterion

Please select a Cohort year and relevant Criterion options will be made available to choose from.

---

Cohort	Criterion
<input type="radio"/> 2023	<input checked="" type="radio"/> Cumulative GPA through first year
<input checked="" type="radio"/> 2022	<input type="radio"/> Cumulative GPA through second year
<input type="radio"/> 2021	<input type="radio"/> Other GPA (to be mapped)
<input type="radio"/> 2020	
<input type="radio"/> 2019	
<input type="radio"/> 2018	
<input type="radio"/> 2017	

6. Select high school GPA data source (included in your file or using ACES-supplied data).

4 Specify High School GPA

All Admission Validity Studies use high school GPA as a predictor. Please indicate below if you will be providing student high school GPA data or if you want to use ACES-supplied high school GPA data.

---

Please choose your high school GPA data source.

Supplied by ACES data (from SAT questionnaire responses)

Supplied by your institution

7. Select the SAT score(s) to use as predictors. Choose either a score set on the left or a single score on the right.

**5** Select the SAT Score(s) You Wish to Analyze as Predictors

Choose from either the sets of scores on the left or single scores on the right to determine which SAT score(s) to include in your model and examine in this study. You may want to include the scores that your institution is currently using to make admission decisions or study a new score or combination of scores to use in admission decisions.

Which SAT scores should we use in your study?

- Use the highest score(s)
- Use the most recent score(s)

SAT Score Set	One SAT Score Only
<ul style="list-style-type: none"><li>• Will include multiple scores in the predictive model (in addition to other predictors you have chosen to study)</li><li>• Will produce correlations for each individual score with the criterion</li><li>• Will produce multiple correlations which include all scores</li></ul>	<ul style="list-style-type: none"><li>• Will include the one SAT score in the predictive model (in addition to other predictors you have chosen to study)</li><li>• Will produce the correlation for the score with the criterion</li></ul> <p><input type="radio"/> SAT Total (400-1600 scale)</p>

**8. (Optional) Select up to five additional predictors. Predictors are continuous, numeric variables that you believe are indicators of academic success at your institution, such as an admission application rating.**

**7** Specify Additional Predictors

Optional Step

These can be drawn either from ACES-supplied data or from information supplied and defined by your institution, providing that at least 50 students in your sample have the additional variable(s) in their records. Variables to include would be those that are used in making admission decisions at your institution.

0 of 5 Additional Predictors Selected

ACES Supplied Data	Custom Predictors <sup>1</sup>
<ul style="list-style-type: none"><li><input type="checkbox"/> Number of different AP exams</li><li><input type="checkbox"/> Number of Honors or AP courses</li><li><input type="checkbox"/> Average of AP Exam Scores <sup>1</sup></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Custom Predictor 1 (to be mapped)</li><li><input type="checkbox"/> Custom Predictor 2 (to be mapped)</li><li><input type="checkbox"/> Custom Predictor 3 (to be mapped)</li></ul>

**9. (Optional) Select up to three subgroups. Subgroups are categorical variables (e.g., first-generation college students) that can be used to further segment and analyze your study results.**

**8** Specify Subgroups

Optional Step

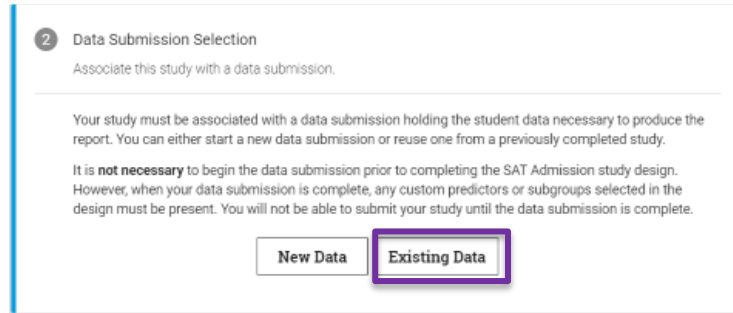
All ACES studies break down your results on the basis of gender and ethnicity whenever your sample includes 50 or more students for at least two levels of a subgroup (e.g., 50+ males and 50+ females). You may also specify up to three additional subgroups below, again, using either ACES-supplied data, your own data, or a combination (i.e., one subgroup from each).

0 of 3 Subgroups Selected

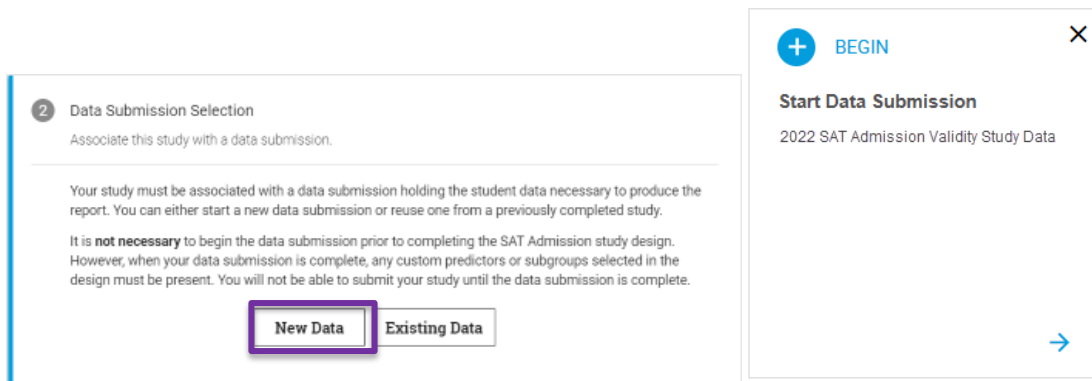
ACES Supplied Data	Custom Subgroups
<ul style="list-style-type: none"><li><input type="checkbox"/> First Language (English only, English and another language, Another language)</li><li><input type="checkbox"/> Best Language (English only, English and another language, Another language)</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Custom Subgroup 1 (to be mapped)</li><li><input type="checkbox"/> Custom Subgroup 2 (to be mapped)</li><li><input type="checkbox"/> Custom Subgroup 3 (to be mapped)</li></ul>

10. Returning to the data submission.

- a. If using **existing data**, select the source from the drop-down list.

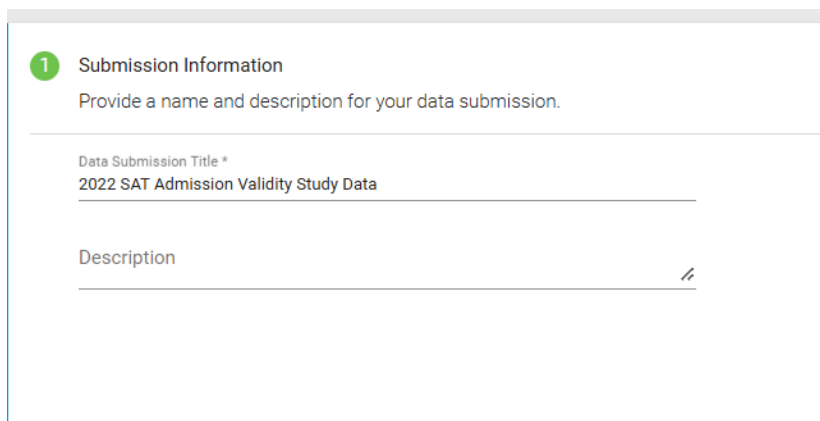


- b. If **submitting new data** for this study, select “New Data” and click on the arrow to continue to the data submission page. Your data submission must have the variables you want to include in your study.



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

- d. 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.



- e. If you are submitting data for the SAT National Validity Study, you will need to specify your institution’s grading policy and academic term format by selecting from the options on the screen.
- f. Map your grading scale and add more grading standards if they apply. You will only need to indicate this information the first time you use the system as it will auto-populate in future study requests. Grades that do not count towards cumulative GPA, e.g., “P”, “W”, etc., should be mapped to “No value.”

*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 (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 <span style="font-size: xx-small;">i</span>	→	Standard value <span style="font-size: xx-small;">i</span>	→	GPA value <span style="font-size: xx-small;">i</span>	✕
A+	→	Grade * <span style="float: right;">▼</span>	→	4.33	✕
A	→	Grade * <span style="float: right;">▼</span>	→	4	✕
A-	→	Grade * <span style="float: right;">▼</span>	→	3.67	✕

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

3
Institution Term Mapping
^

Describe how coursework terms 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.

---

Which academic term format does your institution use?

If you select Institution specified format, a series of additional questions will appear.

College Board specified format
  Institution specific format

- h. Upload your data file for submission.

Select the entering cohort year and the academic year for the student data being uploaded. 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 templates ([SAT National Validity Study](#) or [Admission Study](#)) whenever possible, as this will help facility the data submission.

#### 4 Data File Upload

To initiate your submission, please upload your data file. We support Excel, CSV, and SAS Transport files. Consult the [ACES Data Preparation Guide](#) for information on how to prepare your data.

[Download a Template](#)

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

- Entering cohort/academic year: 2022 entering cohort, first-year data

SAT Validity Study

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

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 [Data Preparation Guide](#).

Data Element	Data Source
first_name	✓ First name*
middle_name	✓ Middle name*
last_name	✓ Last name*
sex	✓ Sex*
dob	✓ Date of Birth*

address_line1	→	✓ Street Address - Line 1*	
Select Column	→	Street Address - Line 2	
address_city	→	✓ City*	
address_state	→	✓ State / Province / Region*	
address_zip	→	✓ Postal Code*	
address_country	→	✓ Country*	
hs_ai_code	→	✓ High School Attending Institution	
hs_gpa	→	✓ High School GPA	

**7** Academics

6 Mapped (2/2 Required)

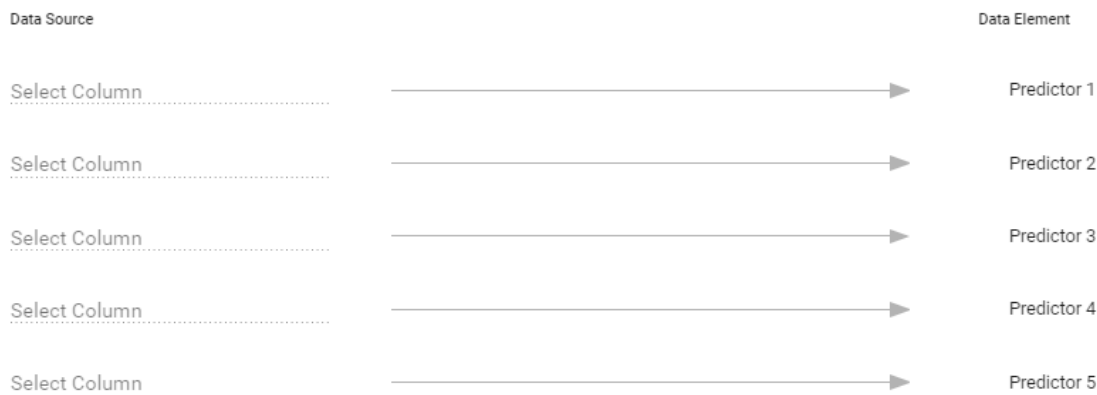
Variables that describe and document the student college academic records and interests.

Data Source		Data Element	
gpa_cum	→	✓ Cumulative GPA*	
Select Column	→	Other GPA	
college_major	→	✓ Major Area of Study	
college_major_cip	→	✓ Major Area of Study CIP Code	
college_major_2	→	✓ 2nd Major Area of Study	
college_major_2_cip	→	✓ 2nd Major Area of Study CIP Code	
Retained	→	✓ Retention Flag*	
2/2 have been mapped <a href="#">View Mappings</a>			
Select Column	→	Completion Flag	
Select Column	→	Completion Date	

8 Predictors

Optional Step

Custom variables provided by your institution to support a study specific analytical needs. Note that non-College Board commercial products should not be included as custom predictors in your ACES study.



9 Subgroups

Optional Step

Custom variables provided by your institution to support specific analytical needs.



- c. 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 (1)

The variable list below have not been "mapped". All variables must be mapped for your data submission to be processed.

Variables

hs\_ai\_code

**Add to Passthrough**

**9 Passthrough Variables** Optional Step

---

Passthrough Variables (1)

Variables

hs\_ai\_code

Remove from Passthrough

- d. 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.

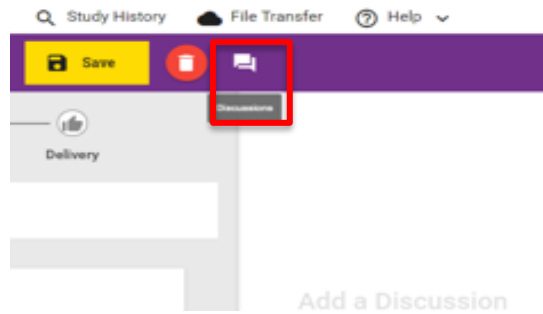
Once all sections above are complete you will be able to load your data submission to the data warehouse.

**Load Data Submission**

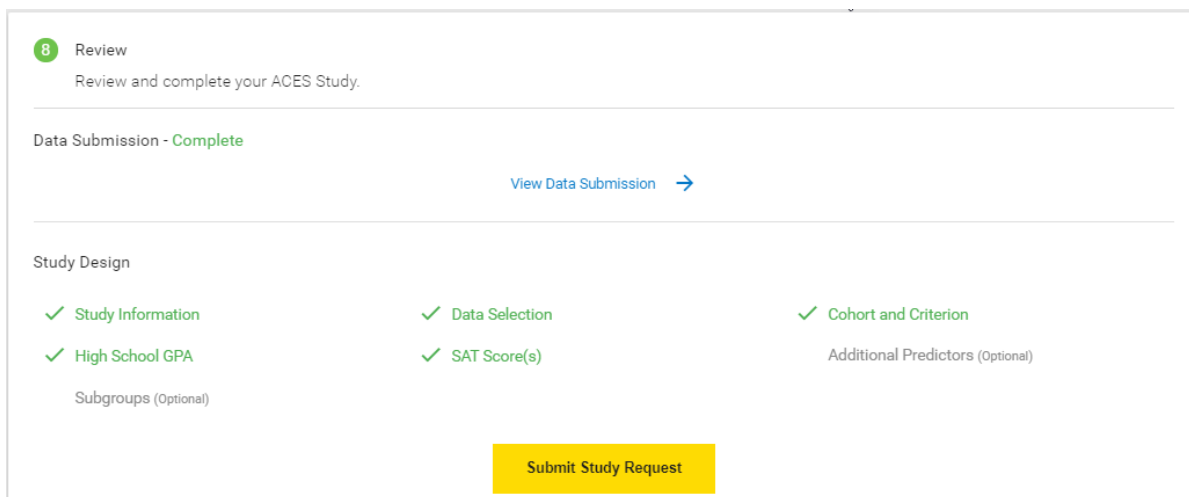


- e. After the quality assurance step is completed and no errors are reported, navigate back to the study design page to finish the rest of the study’s requirements.

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 “Discussion” feature at the top right corner of the screen and technical support will be provided.



Select “Submit Study Request.”

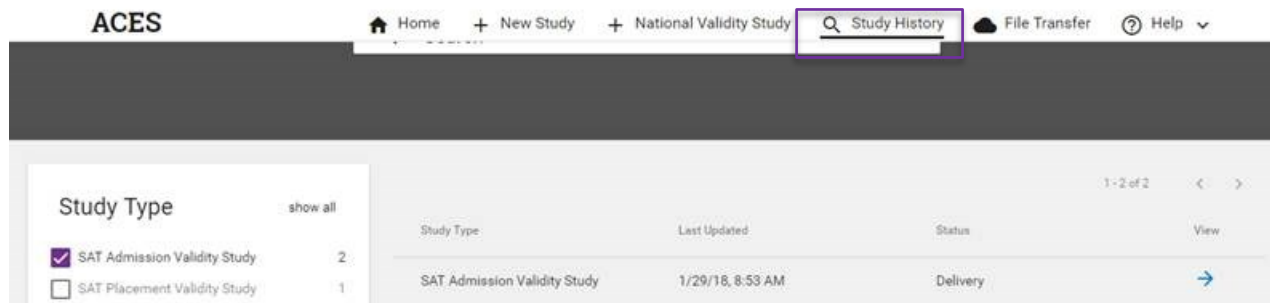


You will receive an email when your study request has been reviewed and the analysis has begun. It will take approximately 20 business days to complete your study.

### Check Study Request Status

---

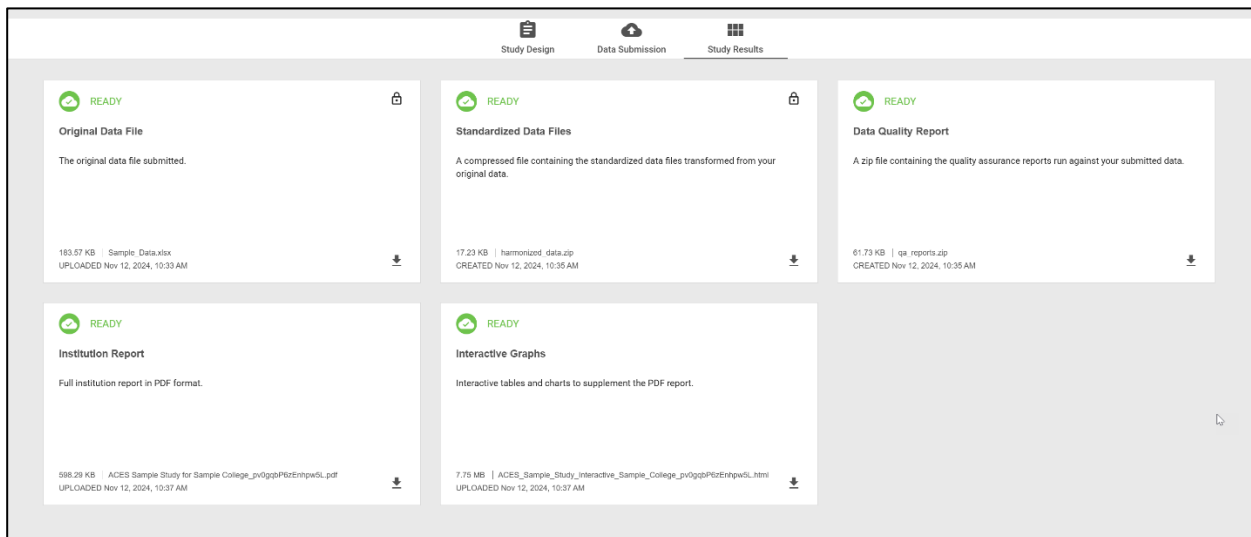
1. Navigate to the home page to see an overview status of your recently submitted studies.
2. For information about previously submitted studies, navigate to the “Study History” tab in the top navigation bar.
3. Select the study to see the status. To filter the list, use the “Study Type” module on the left side.



## 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.



## ACES Technical Support

**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)