

**ACES (Admitted Class Evaluation Service™)
SAT® 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 classes. ACES helps you answer important questions about the assessments you use to admit and place students at your institution.

SAT Placement Validity Study Overview

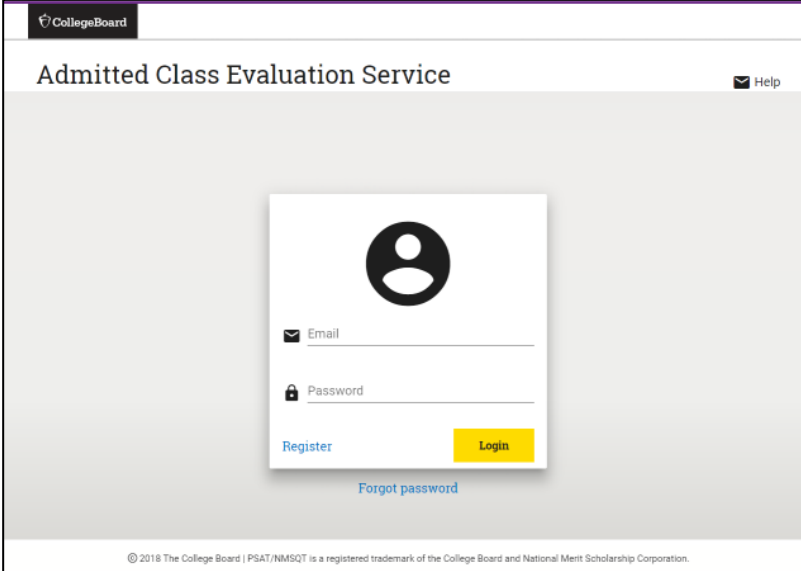
Evaluate how performance on the SAT relates to student performance in introductory coursework in corresponding domains, in order to validate and improve placement decisions.

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.

The registration form contains the following fields and elements:

- First Name* (text input)
- Last Name* (text input)
- Title (text input)
- Email* (text input, with a note: "Must end with .gov or .edu")
- Phone Number* (text input)
- Institution (dropdown menu)
- Login (blue text link)
- Register (yellow 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 (!, ?, @, *).

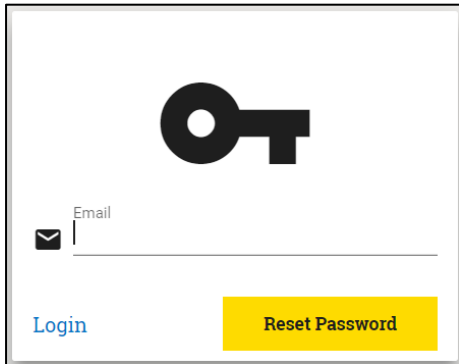
Password Reset

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
- Login form with Email and Password fields
- Register link
- Yellow Login button
- Forgot password link
- Copyright notice: © 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 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 “SAT 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 shows the ACES™ website interface. At the top, there is a navigation bar with 'Home', 'New Study', 'National Validity Study', 'File Transfer', and 'Help'. Below this is a 'Select a Study' section with a grid of study options:

- SAT Admission Validity Study**: 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.
- SAT Placement Validity Study** (highlighted with a purple box): 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.
- 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.
- 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 the 'Configure Security Questions' form. It includes the following text and fields:

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.

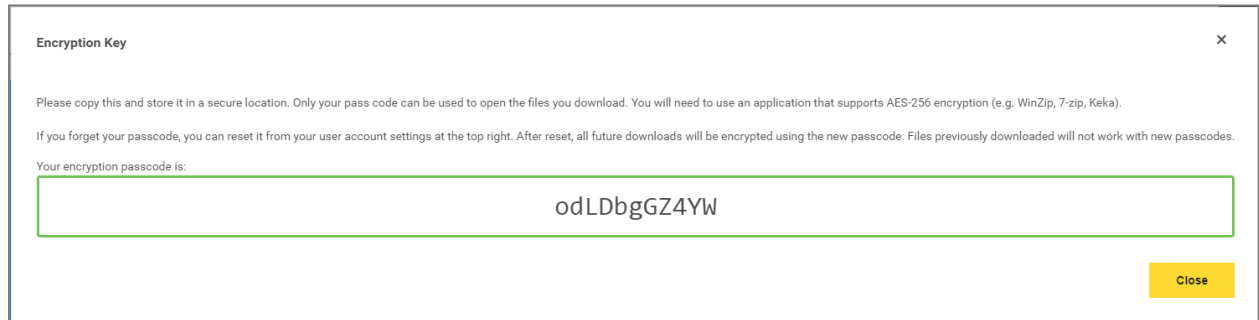
- 1 What was the name of your elementary school?
- 2 What was your grandfather's (on your mother's side) first name?
What was the first name of your favorite childhood friend?
What is your grandmother's (on your mother's side) maiden name?
- 3 What was your favorite vacation place as a child?

Below the list, there are two input fields:

Question *
Answer *

At the bottom left, it says 'Step 2 of 3' and at the bottom right, there is a 'Set Questions' button.

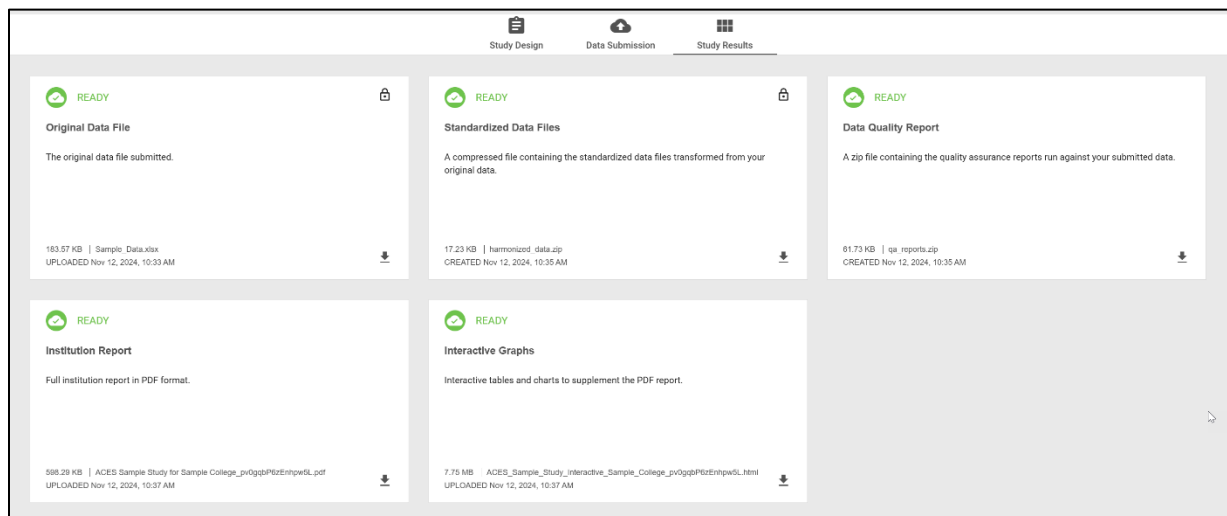
- c. Once you have selected your **three security questions** and provided responses, you will be given an **Encryption Key**. **KEEP THIS KEY FOR YOUR RECORDS**. It is required for you to download and open your data files. This key is unique to you and linked to your account.



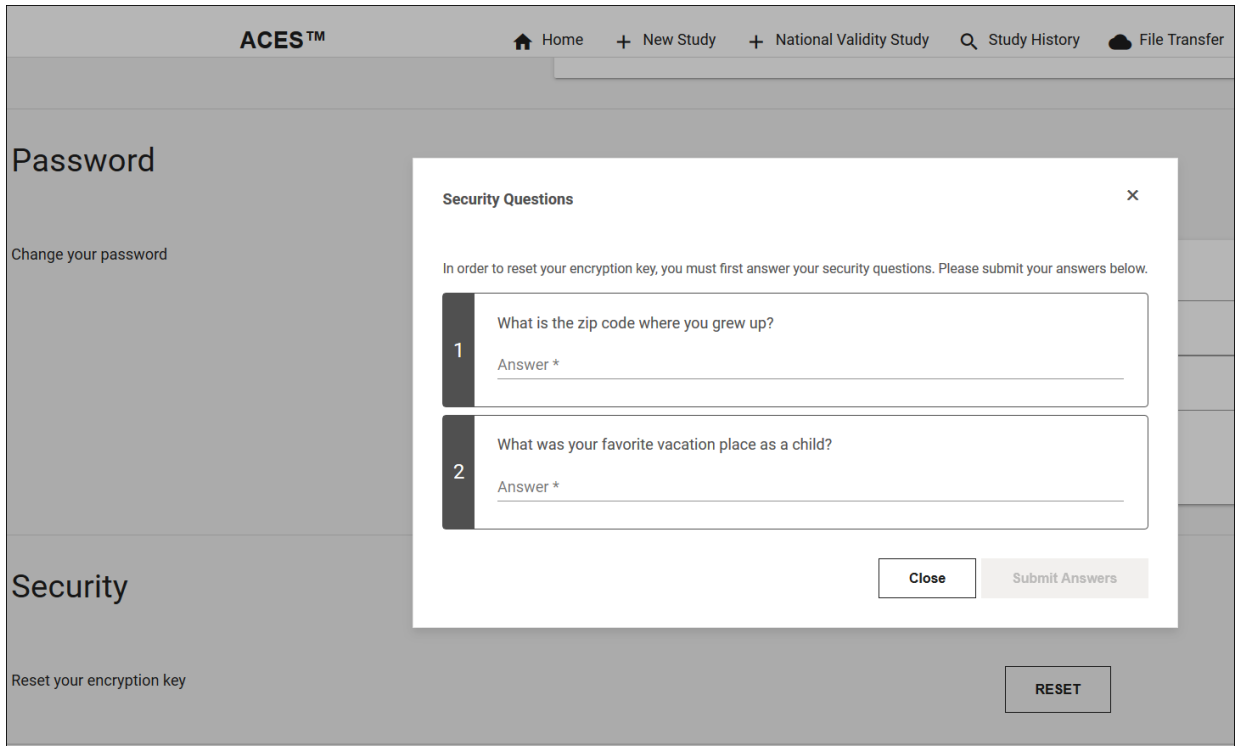
The files that require the Encryption Key are shown with a “lock” icon on the top right corner of each study results section. You will need to enter this Encryption Key in order to download and open the following data files:

- 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.



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 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.

<p>Study Name Give this study a unique name to distinguish it from other similar studies.</p> <p>2024 SAT Placement Validity Study</p>	<p>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.</p> <p>Full Name * Mary Smith</p> <p>E-mail address * msmith@test.edu</p>
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Study Type
SAT Placement Validity Study

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.

5. On the “Study Design” page, in the “Course Analysis” section, specify a course and success criterion. You may optionally add an additional success criterion.

The screenshot shows the 'Course Analysis' section. It includes a heading '3 Course Analysis' and a paragraph of instructions: 'Use this form to select at least one SAT Test to be used in the analysis for this course. ACES staff will match your student data to the ACES database and extract the SAT scores for you. You can also submit data for other measures of student performance that you wish to study. Non-College Board commercial products should not be included as measures of student performance in your ACES study. You may specify predictor measures, but you must include at least one SAT test for each course you want to analyze.' Below this is a form with two columns. The first column is titled 'Specify a Course' and contains a dropdown menu with 'Intermediate Algebra' selected. The second column is titled 'Success Criterion' and contains a dropdown menu with 'Standard' selected, and a third dropdown menu labeled 'Additional (Optional)'.

6. Select at least one SAT test predictor. You may select up to five predictors in total which can include institution-specified predictors as well as SAT predictors.

The screenshot shows a predictor selection interface. At the top, it says '0 of 5 Options Selected'. Below this are two main sections: 'SAT Score' and 'Custom Predictors'. The 'SAT Score' section has a sub-section 'Section' with two options: 'Reading and Writing Section (200-800 scale)' and 'Math Section (200-800 scale)', both with unchecked checkboxes. The 'Custom Predictors' section has five options: 'Custom Predictor 1 (HS GPA)', 'Custom Predictor 2 (not mapped)', 'Custom Predictor 3 (not mapped)', 'Custom Predictor 4 (not mapped)', and 'Custom Predictor 5 (not mapped)', all with unchecked checkboxes.

7. 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 wish to include in your study.

The screenshot shows the 'Data Submission Selection' page. It has a heading '2 Data Submission Selection' and a sub-heading 'Associate the request with a data submission.' Below this is a paragraph: '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.' At the bottom, there are two buttons: 'New Data' and 'Existing Data'. The 'New Data' button is highlighted with a purple border. At the very bottom, there is an orange banner with the text: 'You must submit your data before you can continue.'

- 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 *
2024 SAT 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 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. Course grades that are not included in the 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 ⓘ	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.

SAT Placement.xlsx ✕

- iv. Once your file has been successfully loaded, 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 [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.

8 Unmapped Variables

Unmapped Variables (3)

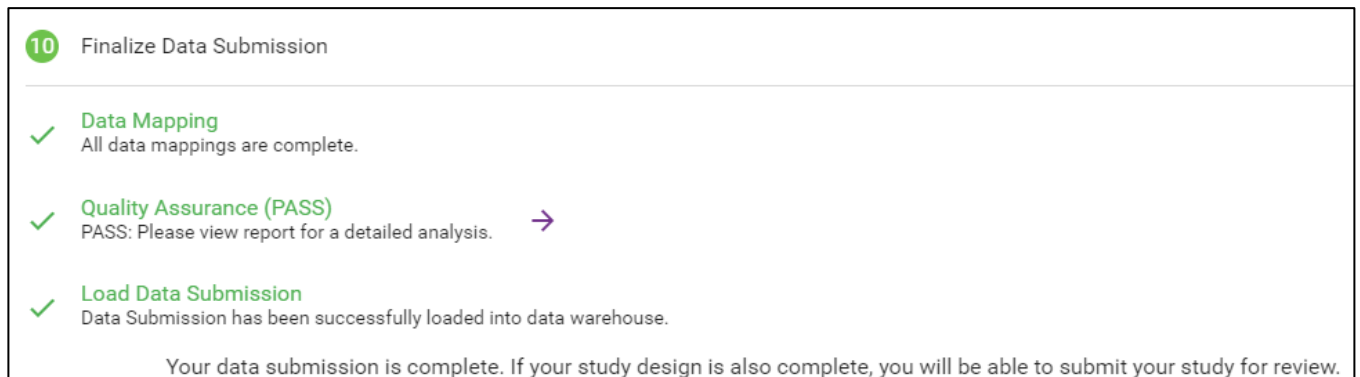
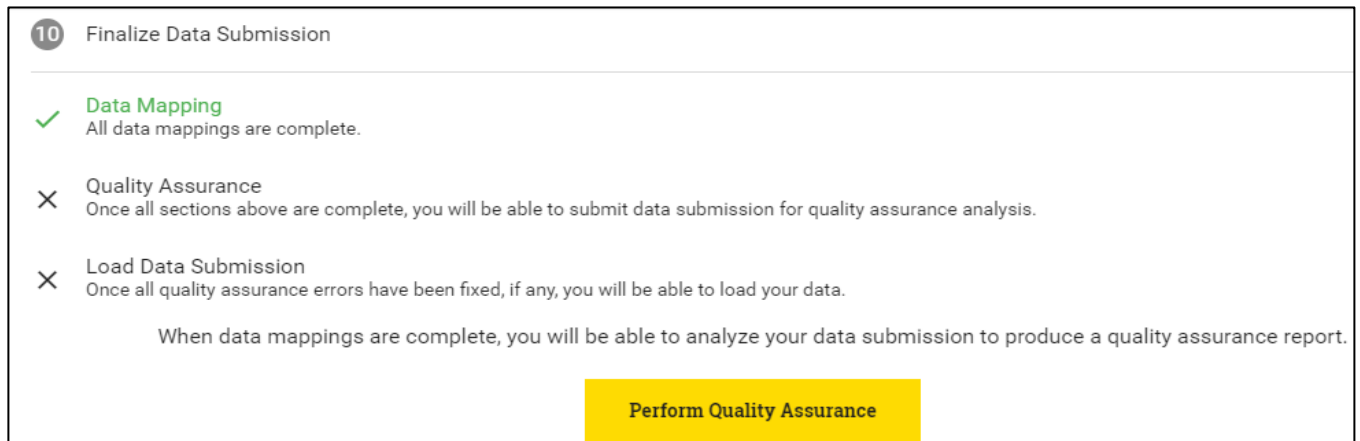
The variables listed below have not been "mapped". All variables must be mapped for your data submission to be processed.

Variables

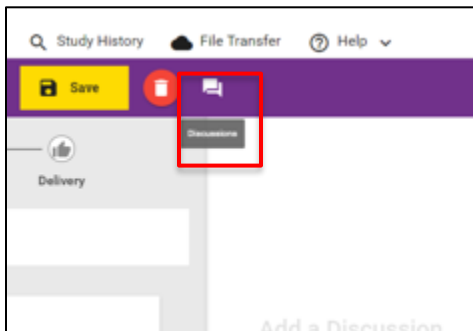
course_credits_attempted course_section course_term

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.**

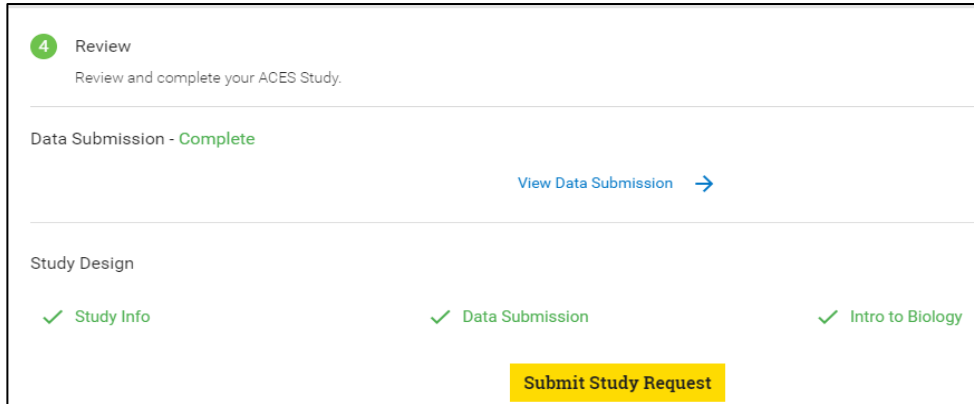
- vii. Review your data submission requirements. Once all required variables have been mapped, a check appears next to that step to indicate you may proceed. The next step is to click on the “Perform Quality Assurance” button. This is an automated process that examines your data for the presence of required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



- 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.
8. 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.



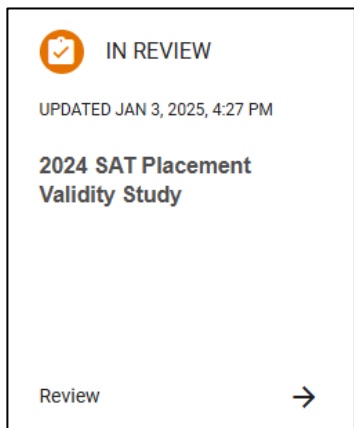
9. Select “Submit Study Request.”



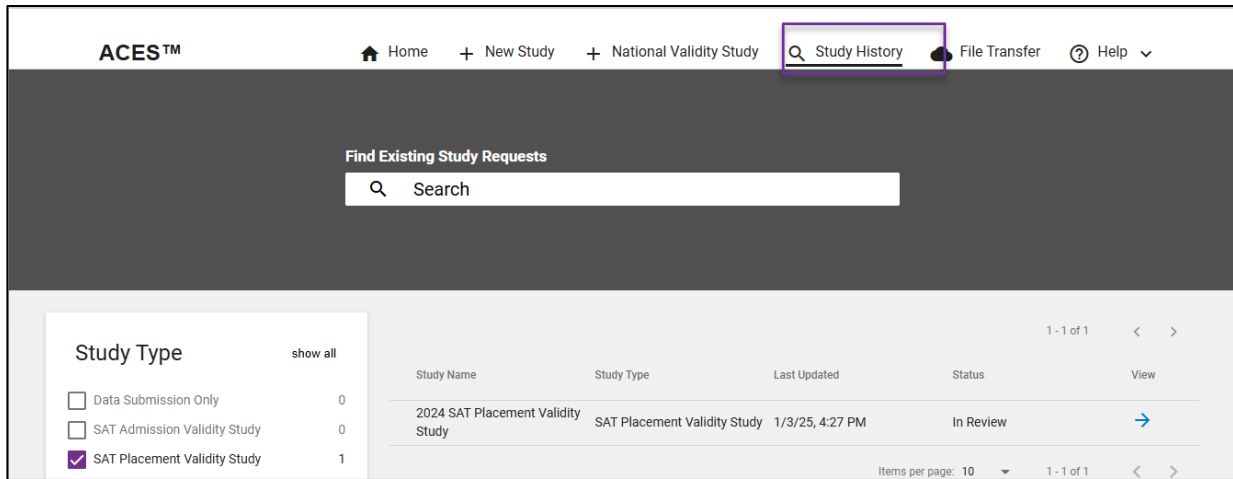
10. You will receive an email when your study request has been reviewed and the analysis has begun. It will take approximately 20 business days to complete your study.

Check Study Request Status

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

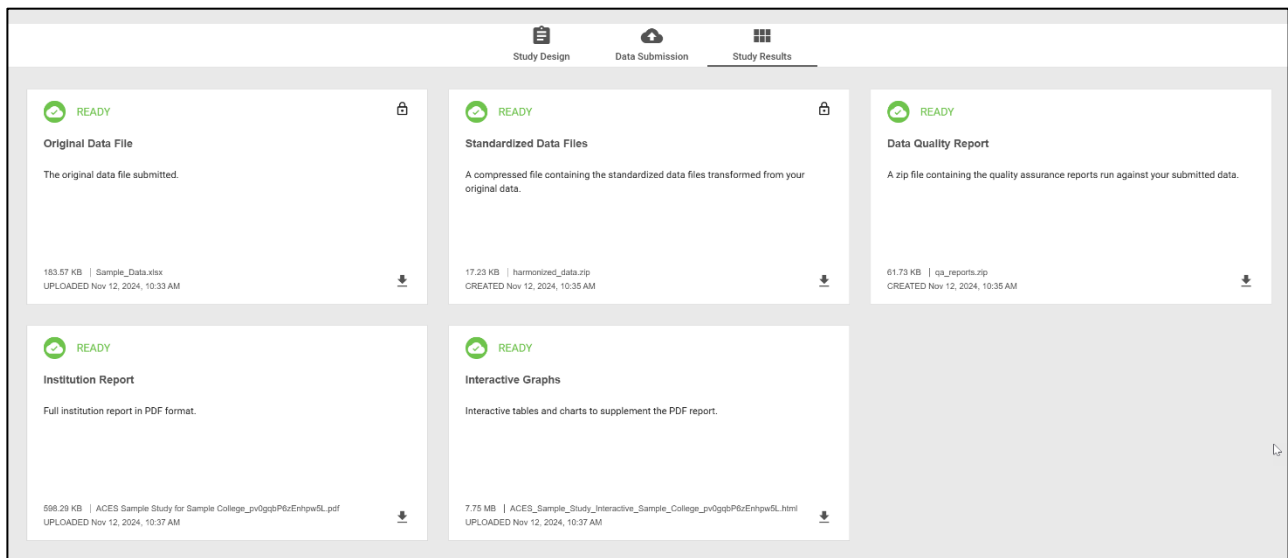


2. For information on previously submitted studies, navigate to the “Study History” tab in the top navigation bar.
3. Select the study to see the status. To filter the list, use the “Study Type” module on the left side.



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 are 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

Support telephone: 1-800-439-8309

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

General information: collegeboard.org/aces