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ACES (Admitted Class Evaluation Service™) Year-Over-Year SAT® Admission Validity Study Guide

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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.

Year-Over-Year Study Overview

Inform your admission decisions with a customized report that tracks the relationships between different predictors, including SAT® scores, and student performance at your institution over time. Trends for students from different entering cohort years and their progress at your institution (academic year) are presented.

Unlike other ACES studies, Year-Over-Year SAT Admission Validity Studies (hereafter referred to as Year-Over-Year) are based on student datasets previously submitted and processed from earlier SAT Admission Validity Studies (see SAT® Admission Study Guide) or "Data Only" submissions (for participation in the College Board's National Validity Study). For this reason, unlike other ACES studies, you will select student datasets to be included in the Year-Over-Year study instead of uploading new student data files.

If your institution has not previously submitted studies in the ACES system and you wish to request a Year-Over-Year study, you will need to first submit SAT Admission Validity Studies for students in the entering cohorts and academic years of interest (see SAT® Admission Study Guide) and then, after those studies have been processed, request your Year-Over-Year study.

Submission Overview

Your first step will be to register for an account with ACES. [If you have not done so previously.] You will then design your study.[1] Before finalizing your study, if not previously done, 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 is complete, you will be able to submit your request. You will be notified via email when your report is ready.

Getting Started – Account Registration [If not previously registered]

1. Navigate to https://acesportal.collegeboard.org.

2. Click "REGISTER" on the login page.

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[1] Be aware that Year-Over-Year Studies use data from previous ACES study submissions (typically Admission Validity Studies). So if your institution has not submitted ACES studies in the past, you would need to submit ACES Admission Validity Studies in order to support a Year-Over-Year analysis.

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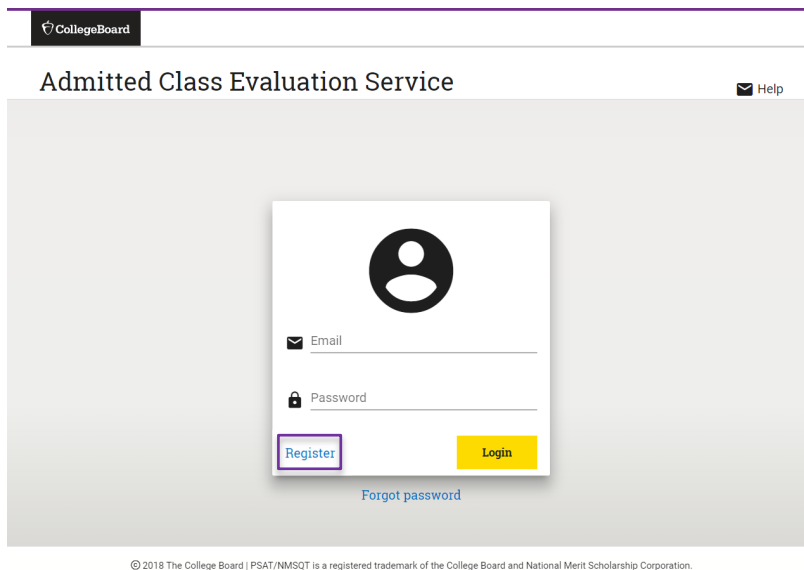
3. Fill out the appropriate information (name, title, email, phone number, and institution (drop-down menu)).

- *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.

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.

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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.
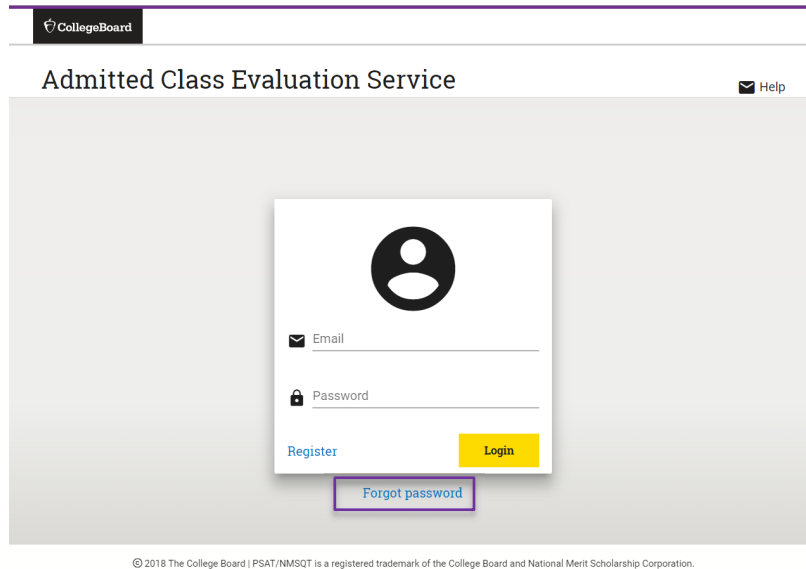
2. Enter your registered email address.
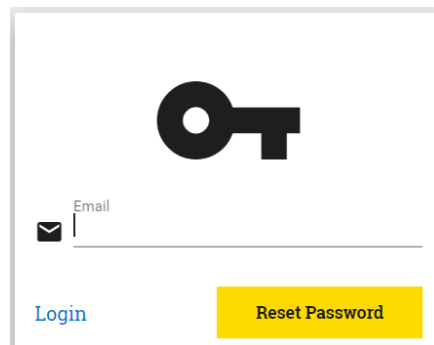
3. Click on "RESET PASSWORD."

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 "Year Over Year 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. [*Note*: this step was likely completed during earlier ACES submissions.]

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3. Select previously submitted student data that you wish to compare in this Year-Over-Year study.

    The ACES system will retrieve previous data submissions (typically from Admission Validity Studies) and present those eligible for inclusion in the Year-Over-Year Study. The list of eligible files/studies will be ordered by entering cohort year and then by academic year (First year, Second year, etc.). At least two previous submissions must be available in order to request a Year-Over-Year Study.

    If there is only a single eligible submission for students from an entering cohort year and academic school year, you can select it for inclusion. If there are multiple studies submitted for a a particular entering cohort year and academic year combination (the number of eligible studies will be listed next to the academic year), you can then select which study to include in your Year-Over-Year report.

    Note: Only earlier submissions made by you will be listed. If someone other than you in your institution/educational system submitted earlier studies, either they can make the Year-Over-Year Study request or they can contact ACES (aces-collegeboard@norc.org) to request that the studies they submitted be made accessible to you.

4. Confirm the data to be included by selecting the Create button.

5. Create a unique study name (e.g., 2020 Year-Over-Year SAT Admission Validity Study) to help you identify your study and add optional secondary contact information to notify others when the study is complete (note that they will not automatically receive a copy of the study but will be informed that results are available).

6. You can verify the data sources for the study. Each data submission appears in a separate card identified by entering cohort year and academic year. To obtain more detail about any of these previous submissions, you can select the arrow icon in the lower right corner of a submission card, which will open a new window presenting the details of the submission.

Note: You cannot change the previous submissions selected (add or remove) after selecting the Create button). To select different data submissions at this point, you need to begin a new Year-Over-Year Study.

7. Select high school GPA data source (supplied by your institution or using ACES-supplied data).

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Note: The "Supplied by your institution" choice will only appear if all selected submissions included HS GPA values provided by your institution. You can examine details of the submissions to see which included HS GPA. If one of your submissions did not include HS GPA and you wish HS GPA supplied by your institution used in the Year-Over-Year Study, you can submit the original data with institution HS GPA as a new Admission Validity Study. Once that study is processed by ACES, the data submission will be available for your Year-Over-Year study.

8. Select the SAT score(s) to use as predictors. Choose either SAT Total or SAT ERW and Math Sections.

> ④ **Select the SAT Score(s) You Wish to Analyze as Predictors**
>
> Choose 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.
>
> Which SAT score should we use in your study?
>
> ○ SAT Total (400-1600 scale)
>
> ○ 1. Evidence-Based Reading and Writing Section (200-800 scale)
>   2. Math Section (200-800 scale)

9. (Optional) Select up to four additional predictors from the ACES database. Predictors are continuous, numeric variables that you believe are indicators of academic success at your institution.

> ⑤ **Specify Additional Predictors**   Optional Step
>
> Choose any additional predictors from ACES-supplied data. Variables to include would be those that are used in making admission decisions at your institution or those you may be interested in using.
>
> ☐ Number of different AP exams
>
> ☐ Number of Honors or AP courses
>
> ☐ Average of AP Exam Scores ⊙
>
> ☐ Number of activities during high school ⊙

Note: These ACES database predictors are also available as predictors in Admission Validity Studies. You do not necessarily need to select the same additional ACES database predictors that you previously studied.

10. Review all information and ensure the Year-Over-Year Study design is complete. If at any point during the study design or data submission selection 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.

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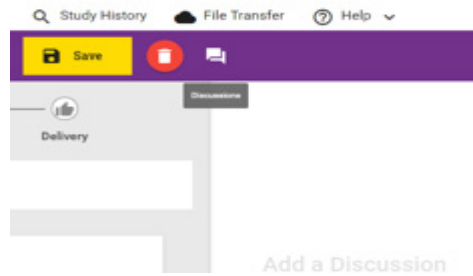
11. You will be asked to save your submission before proceeding (see Save button in screen above). Then you will be able to submit your study request.

12. Select "Submit Study Request."
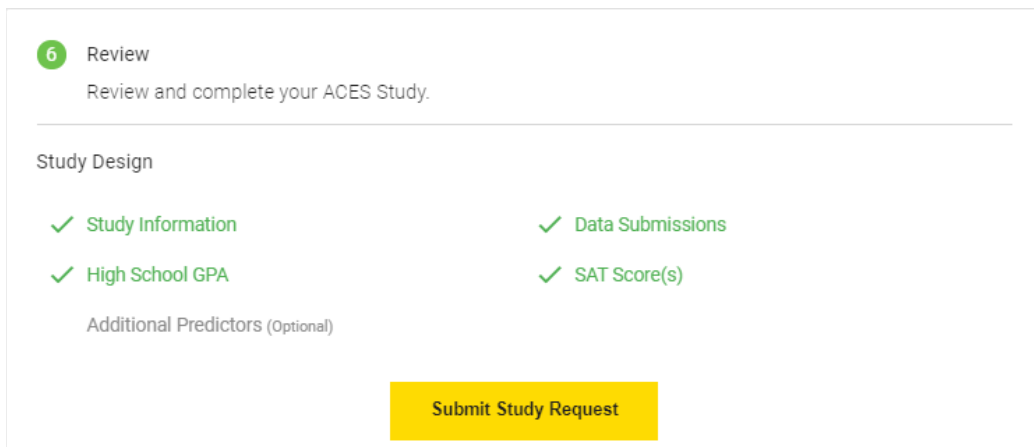
13. You will receive an email when your study request has been reviewed and the analysis has begun. It will take approximately 20 business days to complete your study.

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.

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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: PDF report and interactive graph file.

Note: The reports and files from the original data submissions included in the Year-Over-Year Study are also available for download: original data file, matched data file, standardized data files, data quality reports, PDF report, and interactive graph file. You can locate them by returning to the Data Submission card (Card 4) in the Study Design tab, then

accessing the study details (by selecting the arrow in the submission card, and selecting the Study Results tab.

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

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