
ACES (Admitted Class Evaluation Service™)

ACCUPLACER® Placement Validity Study Guide

January 2020

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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 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

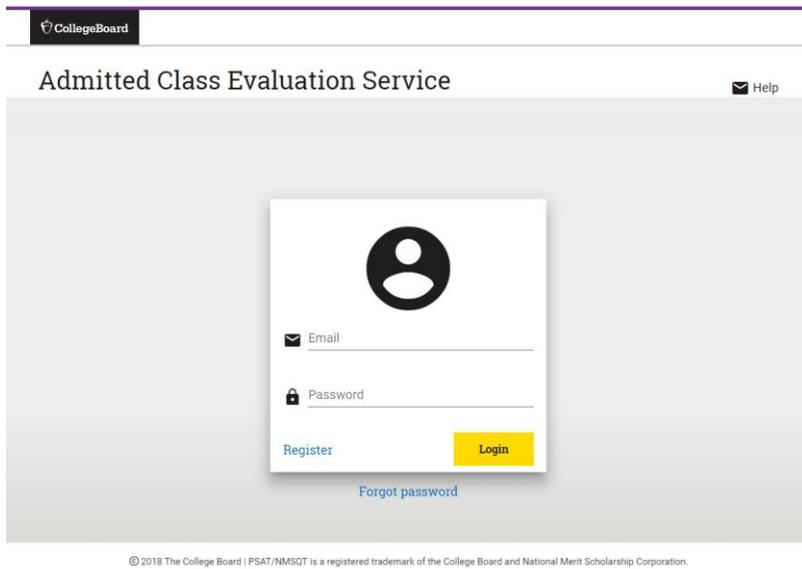
Evaluate how performance on ACCUPLACER tests, taken prior to enrollment in a course, relates to student performance in that course in order to validate and improve placement decisions.

Submission Overview

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.



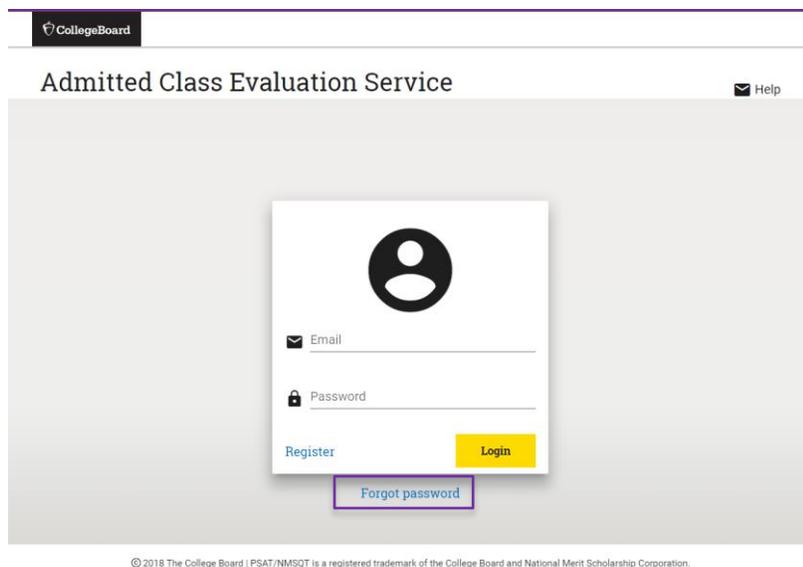
3. Fill out the appropriate information (name, title, email, phone number, and institution (drop down menu)).
 - *Email:* Must be a .gov or .edu address
 - *Institution:* If you are from a university system, not one specific institution, please select “Education System Office” and type in the name of your university system in the box provided.

4. Click “REGISTER.”
5. Upon registering, an “Account created!” message will appear.
6. Within a few minutes, you should receive a confirmation email.

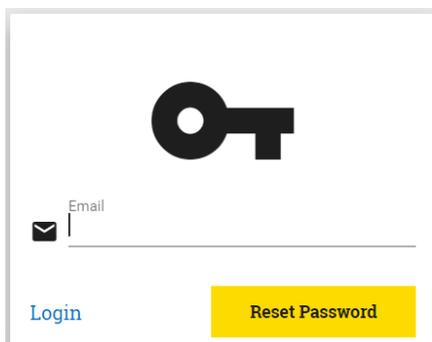
- Please check your spam/junk folder if you do not see your confirmation email in your inbox.
7. Click on the link within the confirmation email to activate the account and create a new password.
- Your password must be at least 8 characters and contain at least one number, uppercase letter, and symbol (!, ?, @, *).

Password Reset

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 “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 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, the main header reads "ACES" and includes a menu with "Home", "+ New Study", "+ National Validity Study", "Study History", "File Transfer", and "Help". A dark grey banner below the header says "Select a Study". The main content area displays four study options, each with a blue arrow icon and a title. The "ACCUPLACER Placement Validity Study" option is highlighted with a red rectangular box. Below each title is a brief description of the study's purpose.

Study Title	Description
> 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.
> SAT Placement Validity Study	Evaluate how performance on SAT and SAT Subject Tests relates to student performance in introductory coursework in corresponding domains, in order to validate and improve placement decisions.
> 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.

- 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.

Configure Security Questions

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?
- 3 What is your grandmother's (on your mother's side) maiden name?
What was your favorite vacation place as a child?

Question *

Answer *

Step 2 of 3

Set Questions

- 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.

Encryption Key

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.

Your encryption passcode is:

odLDbgGZ4YW

Close

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.

The screenshot displays the 'Study Results' section of the ACES interface. It features a navigation bar at the top with 'Study Design', 'Data Submission', and 'Study Results'. Below this, there are six cards arranged in a 2x3 grid. The top row contains three 'READY' cards: 'Original Data File' (546.28 KB), 'Standardized Data Files' (1.20 KB), and 'Data Quality Report' (39.94 KB). The bottom row contains three 'NOT AVAILABLE' cards: 'Matched Data File', 'Institution Report', and 'Interactive Graphs'. Each card includes a brief description and a download icon.

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.

The screenshot shows the 'Security Questions' dialog box in the ACES system. The dialog has a title bar with 'Security Questions' and a close button. Below the title, it states: 'In order to reset your encryption key, you must first answer your security questions. Please submit your answers below.' There are two numbered questions: '1. What is the zip code where you grew up?' and '2. What was your favorite vacation place as a child?'. Each question has an 'Answer *' input field. At the bottom of the dialog are 'Close' and 'Submit Answers' buttons. In the background, the 'Security' section of the account settings is visible, with a 'RESET' button at the bottom right.

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.

<p>Study Name Give this study a unique name to distinguish it from other similar studies.</p> <p>2018 ACCUPLACER 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@case.edu</p>
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[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.

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.



- 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	Standard	Additional (Optional)
ESL Level 1	C	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

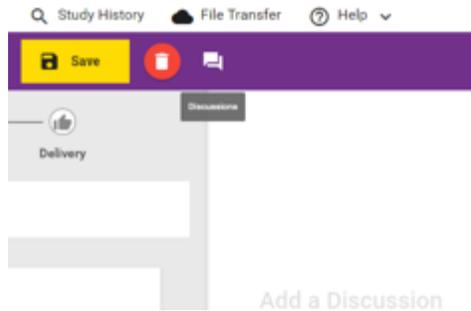
ACCUPLACER Test

- Next-Generation Advanced Algebra & Functions (AAF)
- Next-Generation Arithmetic (Arith.)
- Next-Generation Quantitative Reasoning, Algebra, & Statistics (QAS)
- Next-Generation Reading
- Next-Generation Writing
- ESL Reading Skills
- ESL Sentence Meaning

Custom Predictors

- Custom Predictor 1 (not mapped)
- Custom Predictor 2 (not mapped)
- Custom Predictor 3 (not mapped)
- Custom Predictor 4 (not mapped)
- Custom Predictor 5 (not mapped)

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.



IN REVIEW

UPDATED JAN 28, 2018

2018 ACCUPLACER Placement Validity Study

Review



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

The screenshot shows the ACES web application interface. At the top, there is a navigation bar with the following items: Home, New Study, National Validity Study, Study History (highlighted with a purple box), File Transfer, and Help. Below the navigation bar, there is a sidebar on the left titled 'Study Type' with a 'show all' link. The sidebar contains three items: 'SAT Admission Validity Study' (1), 'SAT Placement Validity Study' (1), and 'ACCUPLACER Placement Validit...' (3), with the third item selected. The main content area displays a table with the following columns: Study Type, Last Updated, Status, and View. The table contains two rows of data:

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

- You will receive an email when your study is complete and available for download.
 - From the home page, scroll down to the “Completed” section.
 - 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.

<p> READY</p> <p>Original Data File</p> <p>The original data file submitted.</p> <p>9.73 KB Accuplacer-1-28.xlsx </p>	<p> READY</p> <p>Standardized Data Files</p> <p>A compressed file containing the standardized data files transformed from your original data.</p> <p>995.00 bytes harmonized_dat... </p>	<p> READY</p> <p>Data Quality Report</p> <p>A zip file containing the quality assurance reports run against your submitted data.</p> <p>60.17 KB qa_reports.zip </p>
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<p> READY</p> <p>JAN 29, 2018</p> <p>Institution Report</p> <p>Full institution report in PDF format.</p> <p>630.85 KB ACES_ACCUPLACE... </p>	<p> READY</p> <p>JAN 29, 2018</p> <p>Interactive Graphs</p> <p>Interactive tables and charts to supplement the PDF report.</p> <p>4.34 MB ACES_ACCUPLACER... </p>
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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