
ACES (Admitted Class Evaluation Service™)

SAT[®] Placement Validity Study Guide

February 2018

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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

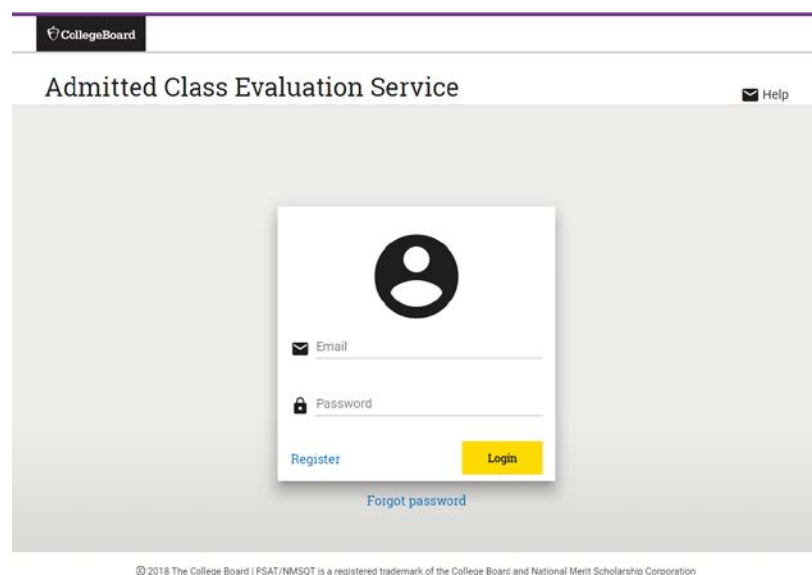
Evaluate how performance on SAT and SAT Subject tests relates to student performance in introductory coursework in corresponding domains, in order to validate and improve placement decisions.

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 “non-institution user” and type in the name of your university system in the box provided.

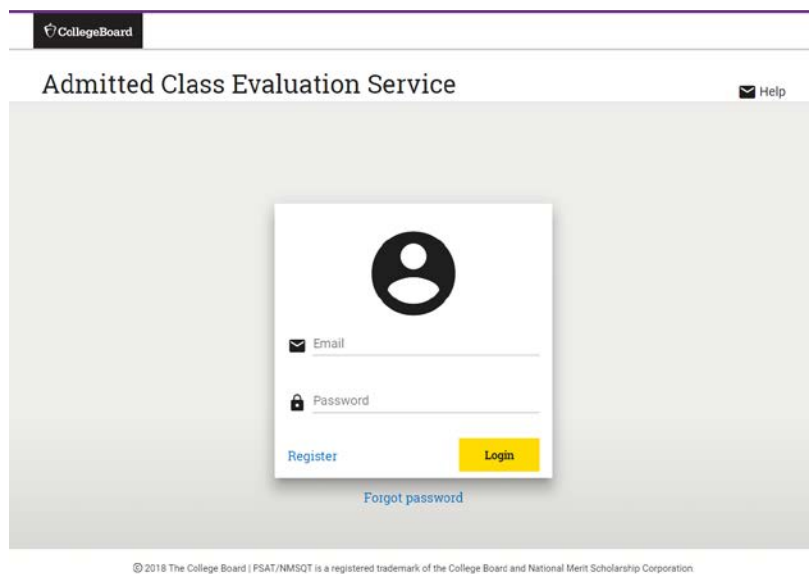
The image shows a registration form with the following fields and elements:

- A large icon of a person with a plus sign above their head.
- Input fields for **First Name*** and **Last Name***.
- Input fields for **Title** and **Email***. Below the email field, it says "Must end with .gov or .edu".
- Input fields for **Phone Number*** and **Institution** (with a dropdown arrow).
- A **Login** link in blue text.
- A yellow **Register** button.

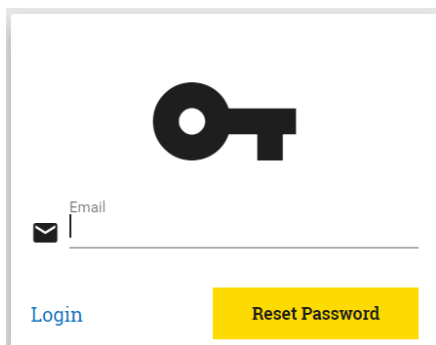
4. Click “REGISTER.”
5. Upon registering, an “Account created!” message will appear.
6. Within a few minutes, you should receive a confirmation email.
 - Please check your spam/junk folder if you do not see your confirmation email in your inbox.
7. Click on the link within the confirmation email to activate 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.



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 web application 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 displays 'ACES' and a menu with options: Home, New Study (highlighted), National Validity Study, Study History, File Transfer, and Help. A dark grey banner below the header says 'Select a Study'. The main content area is divided into four columns, each representing a different study option:

- 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 (highlighted):** 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.

3. Create a unique study name (e.g., 2018 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.

The screenshot shows the 'Study Information' form. It has a title '1 Study Information' and a subtitle 'Provide a custom name and optional secondary contacts for this study.' The form is divided into two main sections:

- Study Name:** A text input field with the placeholder 'Give this study a unique name to distinguish it from other similar studies.' The current value is '2018 SAT Placement Validity Study'.
- Secondary Contacts (optional):** A section with a subtitle '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.' It contains two input fields:
 - Full Name:** A text input field with the value 'Mary Smith' and a red 'X' icon to its right.
 - E-mail address:** A text input field with the value 'msmith@case.edu'.

At the bottom right of the form, there is a button labeled '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.

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.

3 Course Analysis

Use this form to select at least one SAT Test or SAT Subject 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. You may specify predictor measures, but you must include at least one SAT test for each course you want to analyze.

Specify a Course	Success Criterion	
Course	Standard	Additional (Optional)
Intro to Biology	A	A+

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.

Test Predictors

1 of 5 Options Selected

SAT Score	SAT Subject Test Score	Custom Predictors
Section <input type="checkbox"/> Evidence-Based Reading and Writing Section (200-800 scale) <input type="checkbox"/> Math Section (200-800 scale)	<input type="checkbox"/> Literature <input type="checkbox"/> U.S. History <input type="checkbox"/> World History <input type="checkbox"/> Mathematics Level 1 <input type="checkbox"/> Mathematics Level 2 <input type="checkbox"/> Biology E	<input type="checkbox"/> Custom Predictor 1 (HSGPA) <input type="checkbox"/> Custom Predictor 2 (not mapped) <input type="checkbox"/> Custom Predictor 3 (not mapped) <input type="checkbox"/> Custom Predictor 4 (not mapped) <input type="checkbox"/> Custom Predictor 5 (not mapped)
Test		

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.

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.

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 *

2018 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.

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
Institution GPA Range: 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+	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 variable list below have not been "mapped". All variables must be mapped for your data submission to be processed.

Variables

SAT Subject Test

course_section

course_term

Add to Passthrough

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.

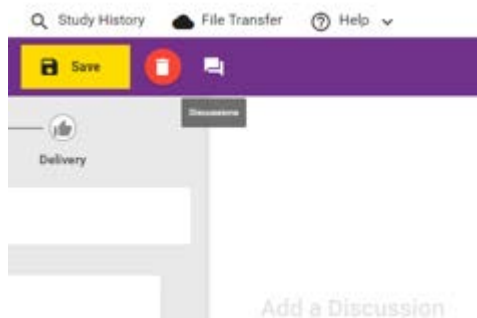
✓ **Quality Assurance (PASS)** →
PASS: Please view report for a detailed analysis.

✓ **Load Data Submission**
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.

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.”

The screenshot shows the top navigation bar for the '2018 SAT Placement Validity Study' with buttons for 'Submit', 'Save', and a trash icon. Below the navigation bar are three tabs: 'Study Design', 'Data Submission', and 'Study Results'. The 'Review' step is highlighted with a green circle containing the number 4. Below this, there is a section for 'Data Submission - Complete' with a 'View Data Submission' link and an arrow. Underneath, the 'Study Design' section shows three completed items: 'Study Info', 'Data Submission', and 'Intro to Biology', each with a green checkmark. At the bottom, there is a prominent yellow 'Submit Study Request' button.

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.

The screenshot shows a card for a study in review. It features an orange envelope icon, the text 'IN REVIEW', and 'UPDATED JAN 28, 2018'. Below this, the study title '2018 SAT Placement Validity Study' is displayed. At the bottom, there is a 'Review' link with a blue arrow pointing to the right.

2. For information on previously submitted studies, navigate to the “Study History” tab in the top navigation bar.

ACES [Home](#) [+ New Study](#) [+ National Validity Study](#) [Study History](#) [File Transfer](#) [Help](#)

Study Type show all

SAT Admission Validity Study 0

SAT Placement Validity Study 2

Study Type	Last Updated	Status	View
SAT Placement Validity Study	1/28/18, 1:42 AM	In Review	→

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 infographic report.

✓ **READY**

Original Data File

The original data file submitted.

9.11 KB | SAT Placement.xlsx [↓](#)

✓ **READY**

Standardized Data Files

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

1.06 KB | harmonized_data.zip [↓](#)

✓ **READY**

Data Quality Report

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

62.51 KB | qa_reports.zip [↓](#)

✓ **READY**

JAN 28, 2018

Institution Report

Full institution report in PDF format.

679.38 KB | ACES_SAT_Sample... [↓](#)

✓ **READY**

JAN 28, 2018

Interactive Graphs

Interactive tables and charts to supplement the PDF report.

4.35 MB | ACES_SAT_Sample... [↓](#)

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