



Guidelines on the Uses of College Board Test Scores and Related Data

THE COLLEGE BOARD: EXPANDING COLLEGE OPPORTUNITY

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PURPOSE

These guidelines are designed to assist users, and those who are otherwise interested in College Board tests and related data, with the most helpful, fair, and proper use of the tests and data. The guidelines are developed by the membership of the College Board through both special and standing committees and standing councils that periodically review and revise the procedures in order to ensure that they remain accurate and relevant.

These guidelines are created to:

- Describe how the College Board interprets both its own responsibilities in relation to the public and test users as well as what it considers the responsibilities of the users to be;
- State the conditions the Board regards as appropriate for use of its tests; and
- Provide guidance on how College Board test scores and related data can be used to improve educational decisions.

ABOUT THESE GUIDELINES

The College Board has long shared the public's interest in the appropriate use of tests and has been a leader in the movement to raise educational quality and maintain high academic standards. The educationally sound use of college entrance test scores, examination grades, placement results, and related information is an important component in the Board's mission to extend educational equity and excellence to an ever-growing number of students. With that mission in mind, the College Board—through its member councils and committees—has developed this document to offer guidelines on the appropriate uses of test results. All College Board assessments and related services are covered by these guidelines. Among the major programs addressed are:

ACCUPLACER

Advanced Placement Program (AP)

College-Level Examination Program (CLEP)

Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Prueba de Aptitud Académica (PAA)

SAT Program

SAT I: Reasoning Test

SAT II: Subject Tests

Student Search Service (SSS)

These guidelines highlight the beneficial uses of test scores and related data and advise users about tests' limitations. Users are encouraged to consider scores in conjunction with other

factors such as students' grades, courses taken, cocurricular activities, writing samples, personal statements, interviews, portfolios, and recommendations when making admissions decisions. Because the decisions and judgments influenced by test scores may have significant personal and social consequences, users should avoid practices that might limit educational opportunities for certain groups of students. The College Board strongly encourages users to conduct validation studies in order to determine and review the best combinations of factors in making educational decisions. Integrating the guidelines into the decision-making process will help ensure that test scores and related data are used appropriately from both an ethical and educational standpoint.

Test scores have long proved very useful in helping admissions and placement staff and other educators to better understand and interpret students' qualifications and preparation. Students in more than 27,000 secondary schools throughout the United States experience vastly different educational models and grading systems. In many situations, test results provide the only consistent and objective measure of students' abilities and achievement in specific areas.

All College Board examinations are constructed to measure specific content or skills, and appropriate use of test scores is closely related to their purpose and overall content. The College Board reminds users to determine whether a test it plans to use actually covers the material students should know and skills they want students to have. Throughout these guidelines, users are cautioned not to "overuse" test results, by interpreting scores either too broadly or too precisely, and are encouraged to remember that test results are rarely absolute measurements.

The College Board's councils have found that most test uses can be counted on to provoke at least some debate about their merits or limitations. The disagreements sometimes are based on differences in the specific circumstances of a particular use. Judgments about using test scores to screen applicants, for example, may be influenced by such considerations as how valid the tests are as predictors, how feasible it is to use other information instead of or in addition to the scores, and how many students are involved. The technical issues raised, however, are often of less significance than are questions of public policy and institutional prerogatives.

To guarantee and maintain quality, validity, and utility, College Board examinations and other services are regularly and rigorously reviewed and updated, usually by standing committees of educators from College Board member institutions. The College Board remains committed to promoting the best use of tests and data by providing comprehensive information about each product and how it is intended to be used. More information on many of the topics covered in the guidelines is available at the College Board's online Research Library and in specific program publications and technical data provided at www.collegeboard.com.

While it is strongly recommended that College Board tests and related data be used in a manner consistent with these guidelines, this publication does not represent a scientific blueprint for action applicable to every situation. Therefore, comments, inquiries, and suggestions on how to better use or improve the use of College Board test results are welcome.

ACKNOWLEDGMENTS

Through discussion and critique, members defined and shaped the content of these guidelines. Participating in the preparation of this edition of the guidelines were:

Three ad hoc Guidelines Review Committees

Academic Assembly Council

College Scholarship Service Assembly Council

Guidance and Admission Assembly Council

Six College Board Regional Assemblies

During the summer of 2001, the College Board launched a formal review of the guidelines. The revision project began with meetings of educators from a variety of backgrounds—principals and school heads; counselors; faculty; admissions and financial aid officers; testing, advising, and placement directors; and others. Three day-long meetings were held in Houston, Philadelphia, and San Francisco with a group of approximately 15 educators in each location. A complete listing of the membership of these ad hoc and standing committees is included in Appendix C.

Throughout the review process, the College Board extensively circulated findings and solicited comments. The guidelines were also discussed at the meetings of the College Scholarship Service Assembly Council and the Guidance and Admission Assembly Council meetings. In addition, in February 2002 each College Board Regional meeting included a session on the guidelines revision.

GUIDELINES

1. FOR THE COLLEGE BOARD

The College Board should:

- 1.1 Adhere to the highest standards in the development and administration of its tests and related services, giving careful attention to such generally accepted standards as those embodied in *Standards for Educational and Psychological Testing* (1999),¹ promulgated by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education.
- 1.2 Provide the users of its examination and other services—counselors, admissions officers, school and college faculty members and administrators, and test-takers themselves—with full information about the purposes and nature of these services.
- 1.3 Through periodic professional development activities as well as publications, the Internet, and other media, advise educational institutions, agencies, and the public of the purposes, appropriate uses, and limitations of its tests and related services and explain the responsibilities users should exercise.
- 1.4 Provide test-takers with a complete description of the content and types of questions included on the tests they will be taking and, where appropriate, provide a complete sample practice test.
- 1.5 Provide current information on how best to prepare for College Board examinations and make available objective research regarding the effects of special preparation.
- 1.6 Encourage appropriate use of its tests and related services by publishing information essential to the proper use and understanding of the assessments; provide research services to evaluate the validity of admissions and placement procedures; regularly communicate and consult with institutions and agencies that use the services; and provide timely advice and assistance to users of College Board data.
- 1.7 Maintain test instruments that are current and relevant to the domains they measure and engage both male and female faculty members from diverse racial/ethnic backgrounds as well as from secondary and postsecondary levels, as appropriate, in the construction and review of the tests.
- 1.8 Ensure fairness and sensitivity to all students (including women, different racial/ethnic groups, and students with disabilities) through special reviews of test questions.

¹ American Educational Research Association, American Psychological Association, and National Council on Measurement in Education. *Standards for Educational and Psychological Testing*. Washington, DC: American Educational Research Association, 1999.

- 1.9** Seek to influence those who set national, state, and local policy about appropriate uses of test scores and related data.
- 1.10** Maintain for each of its testing programs procedures for seeking advice and criticism from students, as well as from institutions and professional organizations, about the quality and adequacy of the services provided.
- 1.11** Develop and implement standard procedures for security and test administration to ensure that all students have the same opportunities to demonstrate their abilities and so that users can feel confident that scores were earned under similar conditions.
- 1.12** Maintain effective procedures for protecting the privacy of individual test-takers, releasing information that serves to identify them only with their consent.
- 1.13** Respect the interests of educational institutions and other organizations, releasing identifiable aggregated data about them only to individuals or agencies authorized to receive such information.
- 1.14** Maintain effective procedures for verifying the scores of test-takers who question the accuracy of their scores and for responding with care to students' queries or concerns about particular test questions or test administration procedures.
- 1.15** Establish policies for each program about the length of time that scores are valid and when releasing older scores, include a cautionary statement indicating that such scores may not be a reliable indication of current abilities.

2. FOR INSTITUTIONS, AGENCIES, AND ORGANIZATIONS

Schools, community colleges, four-year colleges, universities, scholarship agencies, and other organizations should:

- 2.1 Assign responsibilities involving test use to people knowledgeable about educational measurement, including purpose, content, reliability, validity, scaling, equating, norming, concord scores, statistical characteristics, capabilities, and limitations of any test in use or under consideration.²
- 2.2 Support training and other professional development opportunities for test users to assure they remain up-to-date about test content, score interpretation, and related issues.
- 2.3 Inform test-takers about why tests are required or recommended, when they are offered, and how the scores will be used.
- 2.4 Protect the privacy of test-takers by treating confidentially, in accordance with the Family Educational Rights and Privacy Act,³ the scores and other information derived from the tests they take, bearing in mind the additional considerations involved with electronic transmission and the potential for retransmission.
- 2.5 Use College Board test scores and related data with discretion and for purposes that are appropriate and in ways that have been validated and in ways that are consistent with the applicable guidelines in the remaining sections.⁴
- 2.6 Adopt procedures to ensure that, when test scores are used as a screening mechanism to identify potential candidates, other relevant information, including the secondary school record, is considered in the final selection of recipients.
- 2.7 Guard against the release or forwarding to third parties College Board scores, grades, or student transcripts that include this information.

² See also, *Standards for Educational and Psychological Testing*, “Responsibility for test use should be assumed by or delegated only to those individuals who have the training, professional credentials, and experience necessary to handle this responsibility. Any special qualifications for test administration or interpretation specified in the test manual should be met,” Standard 11.3, 114.

³ For more information on FERPA, see the American Association of Collegiate Registrars and Admissions Officers, *FERPA Guide*. Washington: American Association of Collegiate Registrars and Admissions Officers, 2001.

⁴ See also *Standards for Educational and Psychological Testing*, “When a test is to be used for a purpose for which little or no documentation is available, the user is responsible for obtaining evidence of the test’s validity and reliability for this purpose.” Standard 11.2, 113.

3. COUNSELING

Counselors should:

- 3.1 Advise students on what tests they may need to take in pursuing their educational objectives; when and where they might conveniently take the tests in view of institutional requirements, testing schedules, and their own personal schedules; and how to interpret their scores in the context of their own situations.
- 3.2 Explain the limitations as well as the intended purposes of College Board examinations: that the results are not perfectly precise and should not be treated as though they are; and that admissions test scores are useful as one means of predicting academic performance in college when considered with other relevant information.
- 3.3 Inform students that admissions test scores are intended to be used by colleges and universities as supplementary to secondary school records and other relevant information, with the scores providing a useful uniform measure for all students in contrast to school records, which vary widely because of different grading practices.
- 3.4 Inform students with disabilities who have been receiving accommodations in school that they may be eligible for accommodations for testing.⁵
- 3.5 Utilize data from College Board tests to provide information to students about course selection, college majors, and careers.
- 3.6 Release the scores and other information derived from a test a student takes only with the student's explicit consent, if the student could be identified from the released information.
- 3.7 Encourage all potential college-bound students to take appropriate admissions tests, without regard to the possibility of raising or lowering the school or district average.

⁵ Students must meet the eligibility criteria explained in the *College Board Services for Students with Disabilities (SSD) Brochure*.

See also *Standards for Educational and Psychological Testing, Testing Individuals with Disabilities*, Section 10, 101–108.

4. RECRUITING AND MARKETING

When College Board tests and related data are used for recruiting purposes, as in the case of the Student Search Service, the responsible officials should:

- 4.1** Seek to recruit students they are capable of serving well, and not mislead prospective students whose academic profiles clearly do not meet the standard selection criteria of the institution.
- 4.2** Identify the source of the information (for example, the College Board's Student Search Service) at the time they first communicate with prospective applicants.
- 4.3** Use the information only for their own recruiting purposes, consistent with assurances given to students by the College Board.
- 4.4** Provide prospective applicants with relevant information about the institution, including its environment and programs, the opportunities it provides for financial assistance and for placement and/or credit-by-examination, and the qualifications required for special academic programs.
- 4.5** Provide prospective applicants with relevant and helpful information about the characteristics of all admitted and enrolled students, including those in specific academic programs. When an institution reports normative SAT data, the verbal and math scores for all students who submitted scores should be included.
- 4.6** Provide complete information regarding admissions requirements, procedures, and deadlines as they relate to College Board services and ensure that such materials are readily available to prospective applicants. Inform students who submit more than one set of scores how multiple scores (both SAT I and SAT II) will be used in the admissions process (e.g., highest, latest, average).

5. ADMISSIONS

When College Board tests are used for admissions purposes, the responsible officials and selection committee members should:

- 5.1 Know enough about tests and test data to ensure that their proper uses and limitations are understood and applied.
- 5.2 Use SAT scores in conjunction with other indicators, such as the secondary school record (grades and courses), interviews, personal statements, writing samples, portfolios, recommendations, etc., in evaluating the applicant's admissibility at a particular institution.
- 5.3 View admissions test scores as contemporary and approximate indicators rather than as fixed and exact measures of a student's preparation for college-level work.
- 5.4 Evaluate test results and other information about applicants in the context of their particular background and experience, as well as in the context of the programs they intend to pursue.
- 5.5 Ensure that small differences in test scores are not the basis for rejecting an otherwise qualified applicant.
- 5.6 Guard against using minimum test scores unless used in conjunction with other information such as secondary school performance and unless properly validated. An exception to this guideline is that institutions may establish, based on empirical data, specific score levels that reflect desired skill competencies, such as English language proficiency.
- 5.7 Regularly validate data used in the selection process to ensure their continuing relevance.⁶
- 5.8 Maintain adequate procedures for protecting the confidentiality of test scores and other admissions data.⁷
- 5.9 When introducing or revising admissions policies, allow sufficient lead time and provide adequate notice to schools and students, so that they can take the new policies into account when planning school programs and curricular offerings and preparing for admissions tests and other requirements.

⁶ See also *Standards for Educational and Psychological Testing, Validity*, Section 1, 9–24.

⁷ See also *FERPA Guide*, 2001.

6. ADMISSIONS — UNIVERSITY SYSTEMS

When systems or groups of colleges use College Board tests for admissions purposes, the officials responsible for the group or system should:

- 6.1 Adhere to the guidelines for the use of tests for admissions purposes outlined in Section 5.
- 6.2 Validate data used in the selection process for the individual institution, and conduct appropriate system or group studies regularly to ensure their continuing relevance.⁸
- 6.3 Before determining the admissions policies to be adopted for the group or system of colleges, allow sufficient time and opportunity for representatives of the individual institutions to consider and discuss possible policies and to suggest alternative policies, especially as these relate to their institutions.

⁸ See also *Standards for Educational and Psychological Testing, Validity*, Section 1, 9–24.

7. PLACEMENT AND CREDIT

When College Board tests are used for placement and credit purposes, the responsible officials should:

- 7.1 Determine the appropriateness of particular tests through consultation with faculty members familiar with the content of the tests.
- 7.2 Establish standards appropriate to the performance levels and ranges of their enrolled students.
- 7.3 Accept the transfer of credits earned by examination at a previous institution in the same manner as transfer credit for course work.
- 7.4 Publicize their placement and credit policies, making clear which tests are used, how students gain access to them, what scores are required, how much credit may be awarded for each examination, whether or not credits granted meet degree requirements, and how much total credit may be obtained.
- 7.5 Establish standards regarding the age of scores and norms used for interpretation when setting placement and credit policies.
- 7.6 Periodically validate examinations and standards used for placement and credit to ensure their continuing relevance.
- 7.7 If additional fees are charged for credits awarded by examination, establish such fees at levels that represent actual costs involved in providing this avenue to credit rather than instructional costs or other unrelated costs.

8. USING AGGREGATE SCORES

Educators, the media, and others should:

- 8.1 Not rank or rate teachers, educational institutions, districts, or states solely on aggregate scores derived from tests that are intended primarily as a measure of individual students. Do not use aggregate scores as the single measure to rank or rate teachers, educational institutions, districts, or states.
- 8.2 Use aggregate scores in conjunction with other factors such as the number of courses taken in academic subjects, scores on other standardized tests; pupil/teacher ratios; teacher credentials; expenditures per student; retention/attrition rates; graduation rates and other outcomes measures; teacher credentials; or expenditures per student for:
 - Evaluation of the general direction in which education in a particular jurisdiction is headed
 - Curriculum development
 - Faculty staffing
 - Student recruitment
 - Planning for physical facilities
 - Student services such as guidance and placement
 - Monitoring teacher development and curricular effectiveness over time

A NOTE ON THE USE OF AGGREGATE SAT® DATA

As measures of developed verbal and mathematical abilities important for success in college, SAT scores are useful in making decisions about individual students and assessing their academic preparation. Because of the increasing public interest in educational accountability, aggregate test data continue to be widely publicized and analyzed. Aggregate scores can be properly used as one indicator of educational quality when used in conjunction with a careful examination of other conditions that affect the educational enterprise.

However, it is important to note that many College Board tests are taken only by particular groups of self-selected students. Therefore, aggregate results of their performance on these tests usually do not reflect the educational attainment of all students in a school, district, or state.

Useful comparisons of students' performance are possible only if all students take the same test. Average SAT scores are not appropriate for state comparisons because the percentage of SAT takers varies widely among states. In some states, a very small percentage of the college-bound seniors take the SAT. Typically, these students have strong academic backgrounds and are applicants to the nation's most selective colleges and scholarship programs. Therefore, it is expected that the SAT verbal and mathematical averages reported for these states will be higher than the national average. In states where a greater proportion of students with a wide range of academic backgrounds take the SAT, and where most colleges in the state require the test for admission, the scores are closer to the national average.

In looking at average SAT scores, the user must understand the context in which the particular test scores were earned. Other factors variously related to performance on the SAT include academic courses studied in high school, family background, and education of parents. These factors and others of a less tangible nature could very well have a significant influence on average scores.

APPENDIX A

Examples of uses of College Board test scores and related data that should be encouraged:

1. Utilizing College Board test scores to better understand other information (such as grades and courses taken) in a student's transcript.
2. Awarding advanced standing and/or college credit for established minimum grade levels on examinations such as AP and CLEP.
3. Reviewing student performance on College Board tests with individual students, parents, and teachers in order to help everybody understand the student's strengths and weaknesses.
4. Using test results to identify, in advance, students at risk to assist with retention and persistence support.
5. Helping students understand how their scores on national assessments, such as the SAT, relate to all students in the nation and to the applicant pools at institutions the student is considering.
6. Using scores and grades (for example, from the SAT Program, Advanced Placement Program, ACCUPLACER, or CLEP) to conduct unique, institutionally based research to identify which of those characteristics used in decision making predict success in course placement, freshman, or long-term performance best.
7. Using placement test results, such as those provided by ACCUPLACER, to assure that students enroll in appropriate courses and that developmental support is provided to students who need it.
8. Incorporating information about student performance on the SAT and Advanced Placement examinations into high school profiles to provide the local community, as well as colleges, a context in which to understand students scores and transcript information in addition to data about student socioeconomic status and expenditures per student.
9. Providing information about institutional test scores in print, online, and through other communications so students and families understand the full range of characteristics of applicants, accepts, and enrolled students.
10. Sharing score reports, especially aggregate reports that assess specific academic performances, with teachers to assist instructional needs.
11. Using test scores and accompanying proficiency information from the PSAT/NMSQT and ACCUPLACER as an early identification system for college-bound students or as an early intervention tool for students in need of additional academic preparation.
12. Using test scores, similar to those presented by ACCUPLACER or PSAT/NMSQT as a predictor of readiness for Pacesetter® course offerings, the SAT, Advanced Placement coursework, and CLEP.

- 13.** Viewing SAT scores (from both SAT I and SAT II) and other standardized testing results as a way to identify a student's strengths when evaluating admissions applications.
- 14.** Utilizing multiple criteria when advising students about AP opportunities (e.g., prior grades and courses, PSAT/NMSQT scores, teacher recommendations, and student motivation).
- 15.** Utilizing information from the SAT and PSAT/NMSQT (particularly the Summary of Answers) to improve instruction by relating information about the skills measured on these tests and state or local standards.

APPENDIX B**Examples of uses of College Board test scores and related data that should be avoided:**

- 1.** Using College Board tests as a sole indicator of the overall performance of students, teachers, educational institutions, districts, states, and other groups.
- 2.** Encouraging the belief that College Board tests measure a person's worth as a human being.
- 3.** Using test scores as the sole basis for important decisions affecting the lives of individuals, when other information of equal or greater relevance and the resources for using such information are available.
- 4.** Using minimum test scores without proper validation.
- 5.** Making decisions about otherwise qualified students based only on small differences in test scores.
- 6.** Using scores without appropriate consideration to their validity.
- 7.** Providing inadequate or misleading information about the importance of test scores in making judgments or decisions.
- 8.** Requiring or recommending that certain tests be taken when the scores are not used or are used to a negligible extent.
- 9.** Failing to recognize differences in admissions standards and requirements that may exist among different schools or departments within many institutions when providing information to prospective applicants.
- 10.** Discouraging certain students from taking tests in an effort to increase a school's or district's average score.
- 11.** Rejecting a student's application for transfer on the basis of SAT scores received two or three years ago when the student has since maintained a strong academic record.
- 12.** Ranking states, districts, schools, and other institutions by aggregate AP or SAT scores.

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