U.S. DEPARTMENT OF EDUCATION

ED*Facts*
E*MAPS* Assessment Metadata Survey User Guide

Release 8.1

February 2023

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 -7.1		Versions 1.0 – 7.1 of this document detail the process of completing the Assessment Metadata Survey in E*MAPS*.
8.0	July 2022	Updated for version 8.0 Added screenshots for: • ***Verify and Submit*** *when errors are present.* • ***Forgot your password?*** On E*MAPS* login screen. ***NEW!*** FAQ regarding question "Did the state make changes to achievement standards".
8.1	February 2023	Updated resubmission due date to April 5, 2023.

PREFACE

The E*MAPS* Assessment Metadata Survey User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (E*MAPS*).

This guide will be updated if major system modifications affect user procedures and is reviewed annually with each survey release.

Data entered into the E*MAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through ED*Facts* (OMB 1850-0925, expires 08/31/2022). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20210-4537, or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.

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1.0   Introduction

The ED*Facts* Metadata and Process System (E*MAPS*) is a Web-based tool used to provide state education agencies (SEAs) with an easy method of reporting and maintaining (1) data to meet federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1   Technological Requirements

E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

NOTE! EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m. ET for regularly scheduled maintenance.

1.2   Overview

The E*MAPS* Assessment Metadata process collects and stores assessment metadata for files FS175, FS178, FS179, FS185, FS188, FS189, FS137, FS138, FS139, and FS050. This information is necessary to:
- Calculate the percentage of students considered proficient for the public release assessment files;
- Develop public release data files;
- Pre-populate Indicators 3A, 3B, 3C, and 3D of the IDEA Part B State Performance Plan/Annual Performance Report (SPP/APR); and
- Conduct post-submission data quality reviews.

When discrepancies are identified between E*MAPS* survey responses and the ED*Facts* Submission System (ESS) data, states will be notified of data quality anomalies in the Coordinated Data Quality Review (CDQR).

Metadata submitted on this survey, as well as data submitted in FS175, FS178, FS179, FS185, FS188, FS189, FS137, FS138, FS139, and FS050 should **only** reflect assessments implemented to meet the assessment requirements under Section 1111(b) of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA).

The state Assessment Director or ED*Facts* Coordinator will complete the survey and provide metadata for assessments administered in SY 2021-22. Do not submit metadata for field test assessments.

Metadata will be pre-populated from the state's responses from the SY 2020-21 survey. The state Assessment Director or ED*Facts* Coordinator will need to review responses to confirm that the responses are still appropriate for SY 2021-22and leave as is or make necessary changes. The Department of Education (ED) encourages state Assessment

Directors to collaborate and coordinate responses to this survey with their ED*Facts* Coordinators, CSPR Coordinators, and IDEA Part B Data Managers.

The Assessment Director or ED*Facts* Coordinator will provide data for at least three, and up to five, assessment types:

Regular Assessment Type:
- Regular Assessment with and without Accommodations (counts as two types)

Alternate Assessment Type:
- Alternate Assessment based on Alternate Achievement Standards

The following data elements will be provided for each type of assessment:
- Assessment Name
  - Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are ***ACT Aspire Grade 5 Math***, ***Dynamic Learning Maps (DLM) alternate assessment***, or ***Smarter Balanced***.
- Grade
- End of Grade or End of Course (EOG/EOC)
- End of Grade or End of Course (EOG/EOC) Comment
  - Required only if an assessment is not designated as either EOG or EOC

Metadata will be collected for the following subject areas:
- Reading/Language Arts
- Mathematics
- Science (not required for outlying areas and freely associated states)
- English Language Proficiency (not required for outlying areas and freely associated states)

2.0 Frequently Asked Questions

The following is a list of frequently asked questions regarding this E*MAPS* process. Additional questions about how the process works or suggestions for enhancements to the process may be directed to the Partner Support Center (PSC).

Email: EDFacts@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

Why is the ED*Facts* Coordinator *not* the primary provider of this information?
The Office of Elementary & Secondary Education (OESE) identified state Assessment Directors as the state expert for this information. ED*Facts* Coordinators will, however, be allowed to edit and certify the survey data. OESE and the Office of Special Education Programs (OSEP) also determined that IDEA Part B Data Managers will be copied on the notification emails and will be able to view reports but will not be able to update the data.

In my state, this information is better provided by someone in another office. Can I have someone else provide the data in my state? If so, how do I do that?
Yes, if someone else is more qualified to enter the required data, contact the colleague, informing them of the change of responsibility. Contact PSC and request a new user account for the new data provider. Also, indicate which office in the state will be providing the assessment information.

What is the primary use of this information?
Information is used to review the quality of the assessment data, and to accurately present the state's achievement results in data reported publicly, in IDEA reporting, and in publicly published assessment data.

How does this information impact the IDEA Assessment data submission in my state?
This information is used to review and evaluate the completeness of a state's IDEA assessment data submission for IDEA accountability purposes, and to pre-populate Indicators 3A, 3B, 3C, and 3D in the IDEA Part B State Performance Plan/Annual Performance Report (SPP/APR).

Will the information in the Assessment Metadata Survey be pre-populated?
Responses to some questions in this survey will be pre-populated from the state's final responses from SY 2020-21. Review these responses and make necessary updates. Prior-year change questions have been included for SY 2021-22 and *will not be pre-populated.* These questions are required and must be answered for each assessment type and each grade span. An error will fire if these questions are not answered on each assessment tab, for both the *Regular Assessments with and without Accommodations* and the *Alternate Assessments based on Alternate Achievement Standards*.

Why am I being asked to provide information separately about performance levels for the alternate assessments?
In some states, the number and/or name of the performance levels for the alternate assessment differs from that of the regular assessment.

Alternate assessments in High School (HS) are generally given for High School students or may be given for a particular grade level. Can I report these separately in E*MAPS*?
Both HS and grades 9–12 cannot be used for the Alternate Assessment based on Alternate Achievement Standards for Reading/Language Arts and Mathematics. If a grade value of *HS* is selected in an assessment row, no assessment rows for *grades 9-12* will be allowed for the same assessment type. If assessment rows for any of grades 9-12 are present, the data entry cell shall be outlined in red, and the following error message will display when hovering over the data entry cell: *Grade: cannot have grades 9-12 and HS selected for the same alternate assessment type.*

For Science assessments, high school is considered grades 10, 11, and 12. States can submit grade 9 on the *6-9* link and can still select HS on the *Secondary* link. There are business rules in ESS to validate this reporting scenario.

NOTE! All secondary data submitted by the outlying areas and freely associated states must be designated as *HS*. See section 10.0 for more information about reporting metadata for outlying areas and freely associated states.

NEW! **What is meant by the question "Did the state make changes to achievement standards"?**
The achievement standards referred to are those referenced in ESEA section 1111(b)(1)(A) and ED's assessment peer review guidance, specifically section 6 of the critical elements. What constitutes a change to a state's assessment systems, including achievement standards, is discussed and described on pages 12-15 of the assessment peer review guidance. Questions regarding the state's achievement standards should be directed to the state's assessment office.

Which states are required to complete this survey?
All 50 states, District of Columbia (DC), Bureau of Indian Education (BIE), Puerto Rico (PR), U.S. Virgin Islands (VI), and the other outlying areas and freely associated states (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, and Palau) are required to complete this survey.

Is every state required to provide the same data?
No. The 50 states, along with DC, BIE, PR, and VI, are required to submit data for *Regular Assessments without Accommodations* and *Regular Assessments with Accommodations* for all grades 3-8, and at least one secondary grade for Mathematics and Reading Assessments, as well as one grade per each span (3-5, 6-9, and secondary) for Science. States are also required to provide data for *Alternate Assessments Based on Alternate Achievement Standards* for each required subject (Mathematics, Reading/Language Arts) in grades 3-8 and one secondary value, as well as one grade per each grade span (3-5, 6-9, and secondary) for *Alternate Assessments Based on Alternate Achievement Standards* in Science.

States are required to provide data for ***Alternate Assessments Based on Alternate Achievement Standards*** for each English Language Proficiency assessment for the grade span K-12*.*

Important! See section 10.0 for information that should be reported by other outlying areas and freely associated states.

Updated! **When will this Survey be open?**
The survey will open on October 3, 2022, and close at 11:59:59 p.m. ET on December 21, 2022. The survey will reopen on February 20, 2023, and close at 11:59:59 p.m. ET on April 5, 2023.

3.0   Accessing E*MAPS*

To access the E*MAPS* login screen, go to https://emaps.ed.gov/suite.

A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).
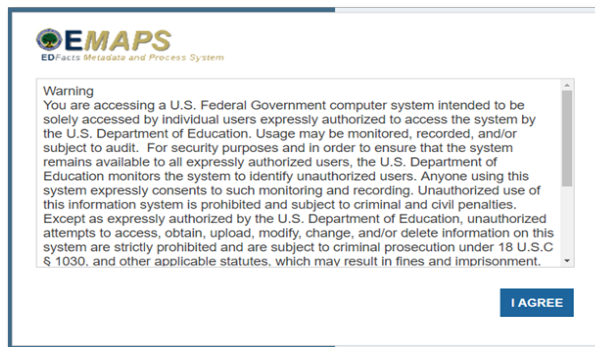
Figure 3.1 – Department of Education approved warning banner

NOTE! E*MAPS* will work in all browsers, but Chrome is recommended for the best performance. Enter the assigned E*MAPS* username and password into the appropriate fields (see fig. 3.2). Both the E*MAPS* username and password are case sensitive. If a user experiences issues logging into E*MAPS*, see section ***11.0 Resetting EMAPS Account Password*** or contact PSC (***FAQ Section, 2.0***).
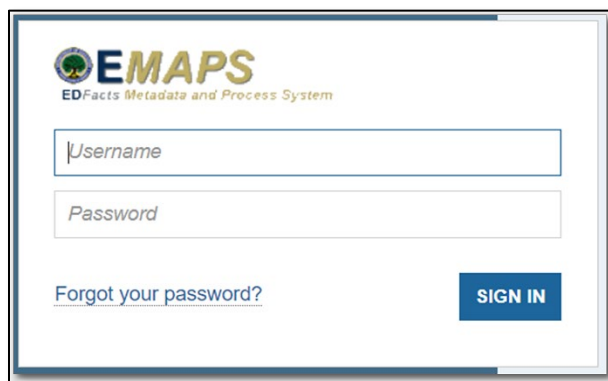
Figure 3.2 – E*MAPS* Login Screen

To log out of E*MAPS*, select the profile icon in the top right-hand corner and select ***Sign Out*** (see fig. 3.3).
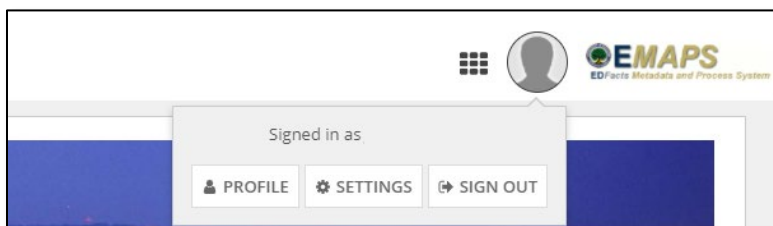
Figure 3.3 – E*MAPS* Logout screen

4.0   Accessing the Assessment Metadata Survey

Information about assessments offered will be pre-populated in each section of the survey based on the state's responses from the SY 2020-21 survey. For each assessment type and grade span, the responses should be reviewed, and answers to the questions ***Did the state change its academic assessment?, Did the state make changes to achievement standards?,*** and ***Did the state make changes to content standards?*** must be provided before submitting the survey to the database. Until these questions are answered, and all forms have been saved as draft, the survey cannot be submitted to the database.

NOTE! Because some responses are pre-populated, screen shots used to detail the following steps are similar, but not identical to what will be seen within the E*MAPS* system.

Once logged into E*MAPS*, the ED*Facts* Portal Landing Page will display.

Click the ***Assessment Metadata*** survey link under the ED*Facts* section, then click the state specific survey link to enter the survey (see figs 4.1 and 4.2).

NOTE! Only the survey(s) that the user has access to will have a link displayed (see fig 4.1).
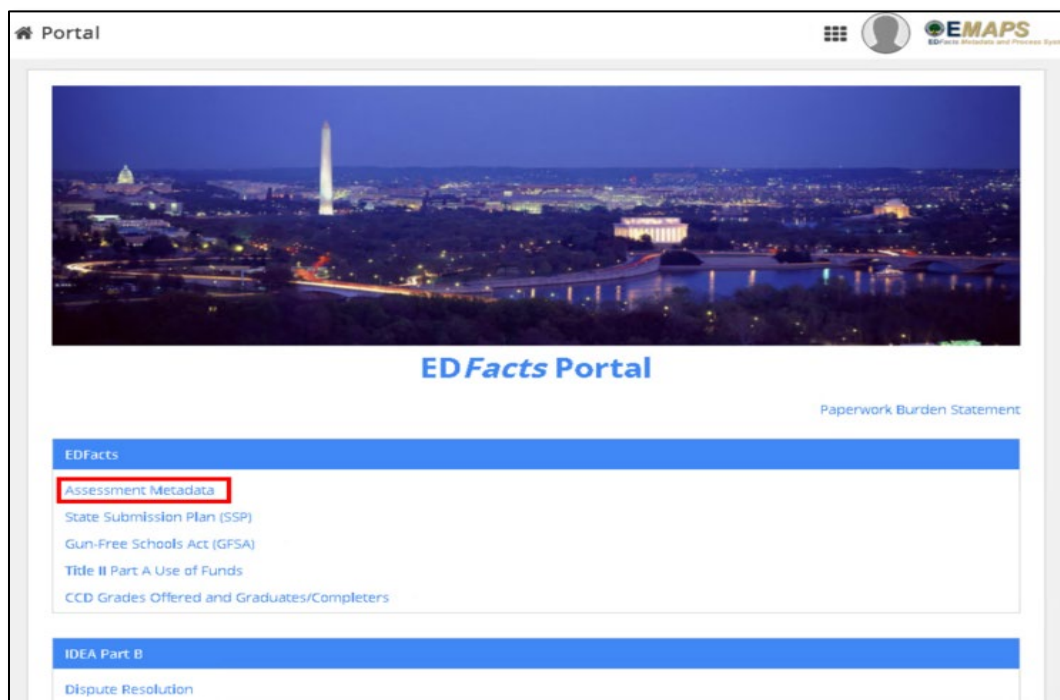
Figure 4.1 – E*MAPS* ED*Facts* Portal Landing Page
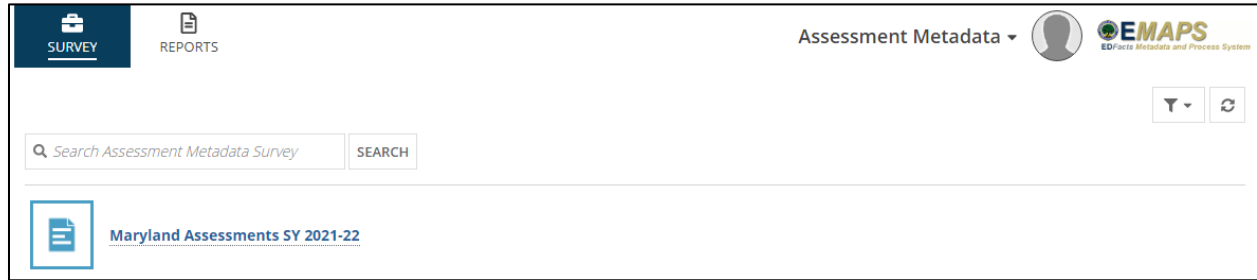
Figure 4.2 – State-specific Link to Assessment Metadata Survey

The system will redirect to the Summary tab of the survey where the following will be available (see fig. 4.3):

- a. Survey progress bar showing the status of the survey;
   - i. **Not Started**: No data have been entered and saved in the survey
   - ii. **In Process**: Data have been entered and saved in the survey
   - iii. **Submitted**: The survey has been submitted successfully to the database
- b. Information about the survey; and
- c. Survey user guide.
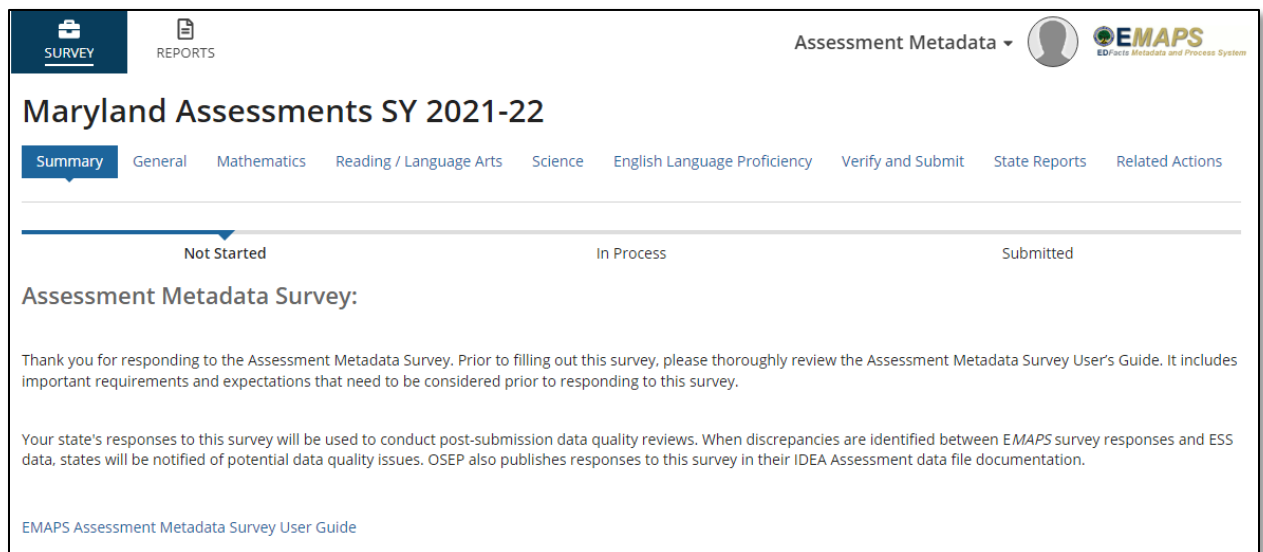
Figure 4.3 – Summary Page

To return to the ED*Facts* Portal at any time, choose ***EDFacts Portal*** from the dropdown menu in the top right corner (see fig.4.4).

Figure 4.4 – Dropdown Menu

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the E*MAPS* survey form, or select **Continue** when the inactivity warning message is displayed.

NOTE! The Assessment Metadata Survey should only be opened in one tab to eliminate concurrency issues. If more than one tab is opened, and data are saved, the data in the other tab may be overwritten. Additionally, logging out of the survey in one tab will log the user out of any remaining open tabs.

5.0   Completing the Assessment Metadata Survey

The survey Dashboard contains tabs for each section of the survey. The Assessment Metadata Dashboard contains the following tabs (see fig. 5.1):

Summary: Provides a summary of the Assessment Metadata Survey with a link to the ***EMAPS Assessment Metadata Survey User Guide*** (see fig. 5.1) and a status bar to indicate the current status of the Assessment Metadata Survey.

General: Indicates whether the state allows for medical exemptions for all students. This question will be pre-populated with the SY 2020-21 survey responses for the state. Answer to the question ***Is your state exempting eighth-grade students who take the high school mathematics course associated with the end-of-course assessment from the mathematics assessment typically administrated in eighth-grade?*** is not pre-populated and must be provided.

Mathematics: Enter metadata relating to Mathematics assessments for grades 3-8 and secondary, as reported in ED*Facts* files FS175 and FS185. (Outlying areas and freely associated states, see Section 10.0 for clarification of the requirements.) This form will be pre-populated with the SY 2020-21 survey responses for the state. Enter information for assessment name, grade, and EOG/EOC for the ***Regular Assessments with and without Accommodations*** and the ***Alternate Assessments based on Alternate Achievement Standards***. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.
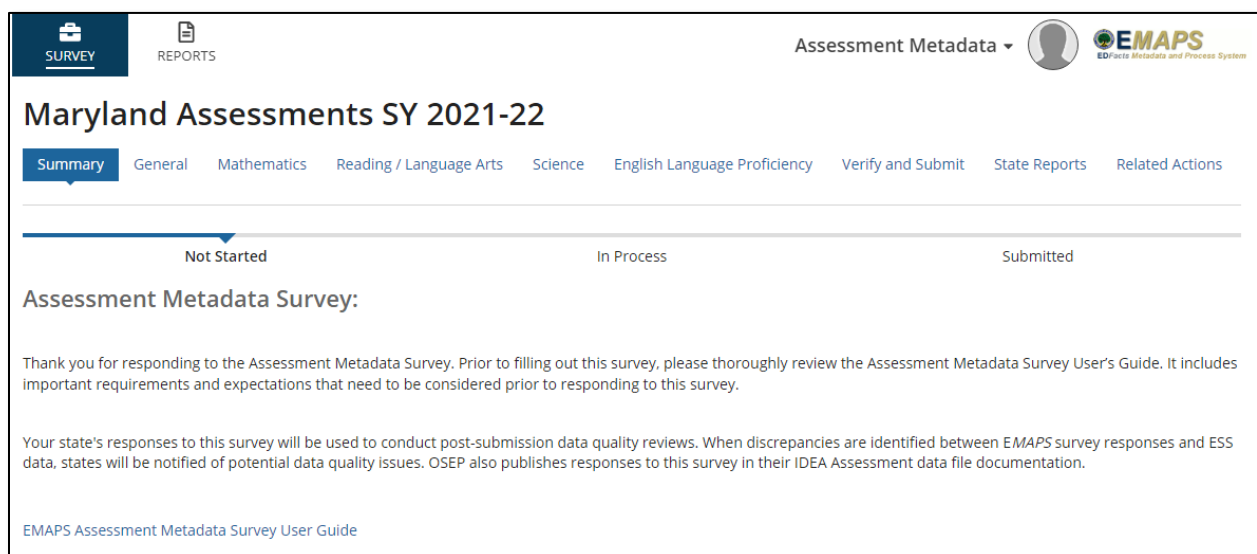
Reading / Language Arts: Enter metadata relating to Reading/Language Arts assessments for grades 3-8 and secondary, as reported in ED*Facts* files FS178 and FS188. (Outlying areas and freely associated states, see Section 10.0 for clarification of the requirements.) This form will be pre-populated with the SY 2020-21 survey responses for the state. Enter information for assessment name, grade, and EOG/EOC for the ***Regular Assessments with and without Accommodations*** and the ***Alternate Assessments based on Alternate Achievement Standards***. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

Science: Enter metadata relating to Science assessments for grade spans 3-5, 6-9, and secondary, as reported in ED*Facts* files FS179 and FS189. (Outlying areas and freely associated states, see Section 10.0 for clarification of the requirements.) This form will be pre-populated with the SY 2020-21 survey responses for the state. Enter information for assessment name, grade, and EOG/EOC for the ***Regular Assessments with and without Accommodations*** and the ***Alternate Assessments based on Alternate Achievement Standards***. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

English Language Proficiency: Enter metadata relating to English Language Proficiency (ELP) assessments for grade spans K-12, as reported in ED*Facts* files FS137, FS138, FS139, and FS050. (Outlying areas and freely associated states, see Section 10.0 for clarification of the requirements.) This form will be pre-populated with the SY 2020-21 survey responses for the state. Enter the assessment name for the ***Regular English Language Proficiency (ELP) Assessments with and without Accommodations*** and the ***Alternate English Language Proficiency (ELP) Assessments based on Alternate Achievement Standards***. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

Verify and Submit: Upon completion of all subject areas required for the state, review the view-only summary of all questions and answers, and submit it to the database. In order for the Assessment Metadata Survey to be submitted to the Department of Education, it must be submitted to the database by selecting the **Submit** button on the ***Verify and Submit*** tab.

State Reports: States can review and export the HTML reports for each Assessment Metadata Survey submitted by the state for each year the survey has been in E*MAPS*.

Related Actions: This tab provides links to each tab that has been opened for updating or has unanswered questions. If a tab has been ***Saved as Draft***, selecting the **Update** link in the ***Related Actions*** tab will reopen the tab for editing.

Figure 5.1 – E*MAPS* Assessment Metadata Dashboard

5.1　Assessments – General

In the *General* tab, answers will be pre-populated based on the state's responses from SY 2020-21. If updates are necessary, this section contains information about the functionality of the form.

In this section, select the *Update General* button to indicate whether the state permits *significant medical emergency as an exemption from the state assessment for all students* and if the state is *exempting eighth-grade students who take the high school mathematics course associated with the end-of-course assessment from the mathematics assessment typically administrated in eighth-grade* (see fig. 5.2). The answer for the *significant medical emergency* question must align with the data submitted in all assessment participation files: FS185, FS188, and FS189.

Figure 5.2 – General tab – Update General

NOTE! Asterisks next to or above a question indicates a response is required.

Figure 5.3 – General tab – Save as Draft Button

After the responses are entered and the ***Save as Draft*** button is selected, the responses entered will display beneath each question and will be view-only. To update the responses, click on the ***Update General*** button again, enter the updates and click the ***Save as Draft*** button.

NOTE! Outlying areas and freely associated states should review Section 10.0 for additional instructions for the ***Assessments – General*** section.

5.2   General Navigation Tips for the Assessment Forms

This section highlights navigational features for each of these tabs. Subsections provide specific details regarding each assessment type.

States are required to submit Mathematics and Reading/Language Arts assessment data for each grade from 3-8, and, at a minimum, for one grade in high school.

Science assessments are required, at a minimum, for one grade in each of the following grade spans:

- Grades 3 through 5
- Grades 6 through 9

- Secondary (Grades 10 through 12)

ELP assessments are required, at least one test, for any grade K-12.

NOTE! Outlying areas and freely associated states may refer to Section 10.0 for clarification of requirements.

Each subject is collected in its own assessment tab. The layout within each of the Assessments tabs – ***Mathematics***, ***Reading / Language Arts***, **Science,** and ***English Language Proficiency*** – are similar.

The assessment tabs contain the following components:
- **Grade span links:** These are at the top of the page and allow navigation between grade spans (see fig. 5.4, 5.5, 5.6, and 5.7).
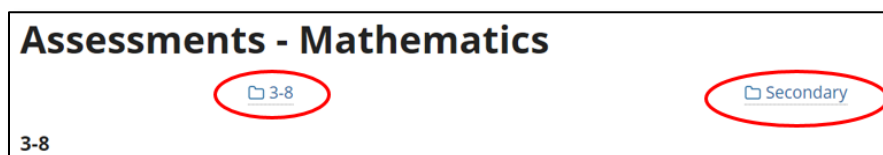

Figure 5.4 – Links in Assessment - Mathematics form

Figure 5.5 – Links in Assessment – Reading / Language Arts form
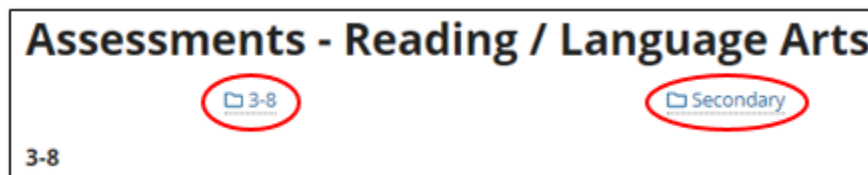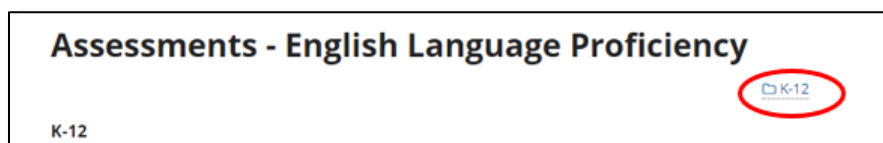

Figure 5.6 – Links in Assessment – Science form

Figure 5.7 – Links in Assessment – Science form

NOTE! All links in each tab must be reviewed, and responses to each question with an asterisk must be provided.

- ***Regular Assessments with and without Accommodations***: This table appears for each grade span and assessment type. The responses are pre-

populated from the SY 2020-21 survey. Review this table and make updates if necessary. Additional instructions about the requirements of these sections will be provided for each subject in their individual sections (see fig. 5.8).

NOTE! The **# of Performance Levels** and **At or Above Proficiency** information is no longer collected for any subject.

Assessments - Mathematics
🗀 3-8   🗀 Secondary

3-8

Regular Assessments with and without Accommodations

Assessment Name	Grade	EOG/EOC	EOG/EOC Comment
	3	End of Grade ▼	
	4	End of Grade ▼	
	5	End of Grade ▼	
	6	End of Grade ▼	
	7	End of Grade ▼	
	8	End of Grade ▼	

Figure 5.8 – Regular Assessments with and without Accommodations table

- **Changes to academic assessments, achievement standards, and content standards:** After entering data for the **Regular Assessments with and without Accommodations** table for each grade span, the following questions must be answered:
  - 1.A. Did the state change its academic assessment?
  - 1.C. Is the state planning to make changes to its assessment within the next three years?
  - 2.A. Did the state make changes to achievement standards?
  - 2.C. Is the state planning to make changes to its achievement standards within the next three years?
  - 3.A. Did the state make changes to content standards?
  - 3.C. Is the state planning to make changes to its content standards within the next three years?

NOTE! The responses to these questions will not be pre-populated. Select either *Yes* or *No* using the radio buttons. If *Yes* is selected for any of these questions, an additional question will be displayed, and a response will be required (see fig. 5.9). For more information about responding to this question, see section 5.3.1.2 **Completing the Change Questions**.

Figure 5.9 – Regular Assessments with and without Accommodations table – Additional Question

- ***Alternate Assessments based on Alternate Achievement Standards***: This table appears below the questions for each grade span. The responses are pre-populated from the SY 2020-21 survey. Review this table and make updates, if necessary (see fig. 5.10). Additional instructions about the requirements of these sections will be provided in this user guide.

  NOTE! The **# of Performance Levels** and **At or Above Proficiency** information is no longer collected for any subject.

Alternate Assessments Based on Alternate Achievement Standards			
Assessment Name	Grade	EOG/EOC	EOG/EOC Comment
Alternate Assessment NAME	3	End of Grade	
	4	End of Grade	
	5	End of Grade	
	6	End of Grade	
	7	End of Grade	
	8	End of Grade	

Figure 5.10 – Alternate Assessments based on Alternate Achievement Standards table

- **Changes to academic assessments, achievement standards, and content standards:** After the ***Alternate Assessments based on Alternate***

Achievement Standards table for each grade span, the following questions must be answered:

- o   1.A. Did the state change its academic assessment?
- o   1.C. Is the state planning to make changes to its assessment within the next three years?
- o   2.A. Did the state make changes to achievement standards?
- o   2.C. Is the state planning to make changes to its achievement standards within the next three years?
- o   3.A. Did the state make changes to content standards?
- o   3.C. Is the state planning to make changes to its content standards within the next three years?

NOTE! The responses to these questions will <u>not</u> be pre-populated. Select either ***Yes*** or ***No*** using the radio buttons. If ***Yes*** is selected for any of these questions, an additional question will be displayed and will be required. For more information about responding to this question, see section 5.3.1.2 **Completing the Change Questions**.

- • ***Save as Draft*** button**:** The ***Save as Draft*** button saves metadata entered for each grade span page and will close the assessment form and show the survey dashboard for the ***Related Actions*** tab. If errors exist in either grade span, the error message appears, ***One or More Errors exists. Please check ALL tabs for errors***. It is recommended that this button is selected after reviewing all the tabs in the form. The ***Save as Draft*** button <u>does not</u> submit the data to the database.

5.3   Mathematics

5.3.1 Grades 3-8 Regular Assessments with and without Accommodations

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! Asterisks next to or below the questions indicate responses are required.

In the ***Mathematics*** tab, the grade span ***3-8*** requires metadata for each grade listed.

The first table in each grade span page, ***Regular Assessments with and without Accommodations***, requires the following information for each grade (see fig. 5.11 for an example of this section):

- • **Assessment Name**
  - • Enter the name of the assessment administered by the state.
    - ▪ Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are ***ACT Aspire Grade 5 Math***,

> ***Dynamic Learning Maps (DLM) alternate assessment***, or ***Smarter Balanced***.

- **Grade**
  - For ***Regular Assessments with and without Accommodations*** for Mathematics, the grade value will be auto-populated for grades in the ***3-8*** link.
- **EOG/EOC [End of Grade/End of Course]**
  - The default value for this field is ***End of Grade***.
  - Select ***End of Grade***, ***End of Course***, or ***Other***.
- **EOG/EOC Comment**
  - If ***Other*** is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if ***Other*** is selected in this field and no comment is provided.
  - There is a 4000-character limit for this field.

3-8

Regular Assessments with and without Accommodations

Assessment Name	Grade	EOG/EOC	EOG/EOC Comment
Math 3	3	End of Grade ▾	EOC
Math 4	4	End of Grade ▾	EOC
Math 5	5	End of Grade ▾	EOC
Math 6	6	End of Grade ▾	EOC
Math 7	7	End of Grade ▾	EOC
Math 8	8	End of Grade ▾	EOC

Figure 5.11 – Regular Assessments with and without Accommodations

5.3.2 Completing the Change Questions

After confirming or editing responses for each grade in the ***Regular Assessments with and without Accommodations*** and the ***Alternate Assessments based on Alternate Achievement Standards*** tables, the following questions must be answered:
- 1.A. Did the state change its academic assessment?
- 1.C. Is the state planning to make changes to its assessment within the next three years?
- 2.A. Did the state make changes to achievement standards?
- 2.C. Is the state planning to make changes to its achievement standards within the next three years?
- 3.A. Did the state make changes to content standards?
- 3.C. Is the state planning to make changes to its content standards within the next three years?

The responses to these questions will not be pre-populated. Select either ***Yes*** or ***No*** using the radio buttons. If ***Yes*** is selected for any of these questions, an additional question will be displayed and will be required. (see fig. 5.12).

- If ***Yes*** is selected for questions 1.A., 2.A., or 3.A., the following required question will appear:
  - ***If so, did the change affect comparability?***
- If ***Yes*** is selected for questions 1.C., 2.C., or 3.C., the following required question will appear:
  - ***If so, in what year?***
    - Choose the appropriate school year from the drop-down list.

1. A. Did the state change its academic assessment? *
⦿ Yes ◯ No

1. B. If so, did the change affect comparability? *
⦿ Yes ◯ No

1. C. Is the state planning to make changes to its assessment within the next three years? *
⦿ Yes ◯ No

1. D. If so, in what year? *
--- *Please Choose School Year* ---   ▾

2. A. Did the state make changes to achievement standards? *
⦿ Yes ◯ No

2. B. If so, did the change affect comparability? *
⦿ Yes ◯ No

2. C. Is the state planning to make changes to its achievement standards within the next three years? *
⦿ Yes ◯ No

2. D. If so, in what year? *
--- *Please Choose School Year* ---   ▾

3. A. Did the state make changes to content standards? *
⦿ Yes ◯ No

3. B. If so, did the change affect comparability? *
⦿ Yes ◯ No

3. C. Is the state planning to make changes to its content standards within the next three years? *
⦿ Yes ◯ No

3. D. If so, in what year? *
--- *Please Choose School Year* ---   ▾

Figure 5.12 – Assessments tab – Additional Question

5.3.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Mathematics* tab, the grade span *3-8* link requires responses for each grade listed.

The *Alternate Assessments based on Alternate Achievement Standards* table requires the following information for each grade (see fig. 5.13):

- **Assessment Name**
  - Enter the name of the assessment administered by the state.
    - Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are *ACT Aspire Grade 5 Math*, *Dynamic Learning Maps (DLM) alternate assessment*, or *Smarter Balanced*.
- **Grade**
  - Indicate the grade level of the assessment type. Each grade level for which each exam is administered must be indicated.
- **EOG/EOC [End of Grade/End of Course]**
  - The default value for this field is *End of Grade*.
  - Select *End of Grade*, *End of Course*, or *Other*.
- **EOG/EOC Comment**
  - If *Other* is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if *Other* is selected in this field and no comment is provided.
  - There is a 4000-character limit for this field.

Alternate Assessments Based on Alternate Achievement Standards

Assessment Name	Grade	EOG/EOC	EOG/EOC Comment
Alt. Math 3	3	End of Grade	EOC
Alt. Math 4	4	End of Grade	EOC
Alt. Math 5	5	End of Grade	EOC
Alt. Math 6	6	End of Grade	EOC
Alt. Math 7	7	End of Grade	EOC
Alt. Math 8	8	End of Grade	EOC

Figure 5.13 – Alternate Assessments based on Alternate Achievement Standards table

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions below the table.

5.3.4 Secondary Grades Regular Assessments with and without Accommodations

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! Asterisks next to or below the questions indicate responses are required.

In the *Mathematics* tab, the *Secondary* link requires responses for at least one grade. Add rows to add grades/grade levels as necessary by using the *Add Assessment* link beneath the table. To remove a row, click the corresponding red **X** on the right-hand side of the row (see fig. 5.14).

The *Regular Assessments with and without Accommodations* table requires the following information for each grade (see fig. 5.14):

- **Assessment Name**
  - Enter the name of the assessment administered by the state.
    - Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are *ACT Aspire Grade 5 Math*, *Dynamic Learning Maps (DLM) alternate assessment*, or *Smarter Balanced*.
- **Grade**
  - Indicate the grade or grade level of the assessment type (e.g., *Grade 10* or *HS*). Indicate each grade level for which assessment is administered. Note that high school values must be selected using either *specific grades* or *HS*; a combination of these values may not be used.
  - An error will be triggered if a combination of numerical grades and *HS* for *Regular Assessments with or without Accommodations* is selected.
- **EOG/EOC [End of Grade/End of Course]**
  - The default value for this field is *End of Grade*.
  - Select *End of Grade*, *End of Course*, or *Other*.
- **EOG/EOC Comment**
  - If *Other* is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if *Other* is selected in this field and no comment is provided.
  - There is a 4000-character limit for this field.

NOTE! Secondary grades identified in this metadata survey (e.g., **specific grades** or **HS** for high school) should align to the secondary grades for which counts are reported in FS175, FS178, FS179, FS185, FS188, and FS189.

Figure 5.14 – Regular Assessments with and without Accommodations table

An error message will appear if *specific grade levels* and *HS* are selected for the *Regular Assessments with and without Accommodations* (see fig. 5.15). The form cannot be saved until this error is corrected.

Figure 5.15 – Specific Grade Level plus HS error

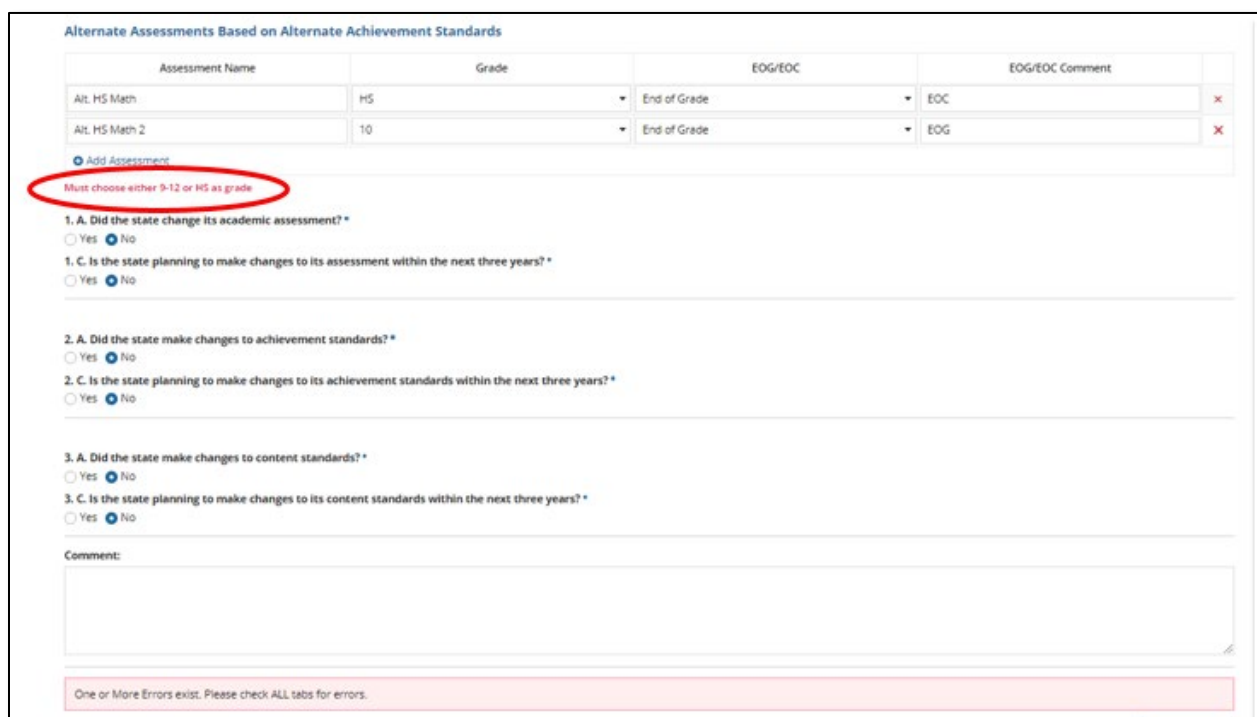After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions below the table.

5.3.5 Secondary Grades Alternate Assessments based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Mathematics* tab, the *Secondary* link requires responses for at least one grade level. (see fig. 5.16):

- **Assessment Name**

- Enter the name of the assessment administered by the state.
  - Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are ***ACT Aspire Grade 5 Math***, ***Dynamic Learning Maps (DLM) alternate assessment***, or ***Smarter Balanced***.
- **Grade**
  - Indicate the grade or grade level of the assessment type (e.g., ***Grade 10*** or ***HS***). Each grade level for which the assessment is administered must be indicated.
- **EOG/EOC [End of Grade/End of Course]**
  - The default value for this field is ***End of Grade***.
  - Select ***End of Grade***, ***End of Course***, or ***Other***.
- **EOG/EOC Comment (optional)**
  - If ***Other*** is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if ***Other*** is selected in this field and no comment is provided.
  - There is a 4000-character limit for this field.

NOTE! Secondary grades identified in this metadata survey (e.g., **specific grades** or **HS** for high school) should align to the secondary grades for which counts are reported in FS175, FS178, FS179, FS185, FS188, and FS189.

For secondary Assessments, add rows as necessary by clicking **Add Assessment** beneath the table (see fig. 5.16). To remove a row, click the corresponding red **X** on the right-hand side of that row.
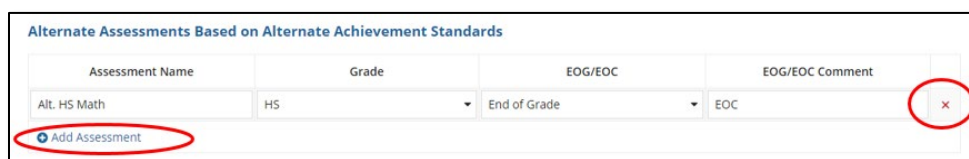
Figure 5.16 – Secondary Grades Alt. Assessments based on Alt. Achievement Standards - Adding and Removing Assessment Rows

An error message will appear if ***specific grade levels*** and ***HS*** are selected (see fig. 5.17). The form cannot be saved until this error is corrected.
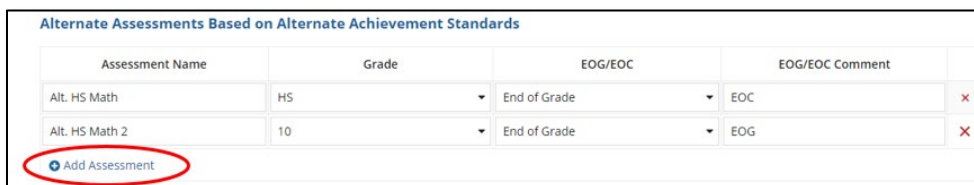
Figure 5.17 – Specific Grade Level plus HS Error

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* question.

5.3.6   Saving the *Mathematics* tab

At the bottom of each grade span link under the **Change** questions in the *Alternate Assessments based on Alternate Achievement Standards* section, there is a *Save as Draft* button. This button saves metadata entered on each grade span link in the form and will close the assessment form and return to the survey dashboard.

It is recommended that this button is selected after entering data for each grade span. The *Save as Draft* button does not submit this data to the database.

If errors are present in this form, a red warning message will appear at the bottom of the form, and columns will be highlighted in red (see fig. 5.18).

Figure 5.18 – Alternate Assessments based on Alternate Achievement Standards – Error Message

The data entered on the form will not be saved until errors are corrected. Please review and fix all errors on both grade span tabs in order to save the data.

In the example below, an error occurred because the question 3.B. was not responded to, and the School Year was not chosen from the drop-down list in question 3.D (see fig 5.19). A complete list of possible errors on assessment forms is provided in section 5.6.1.4.

Figure 5.19 – Alternate Assessments based on Alternate Achievement Standards – Error Message

If no errors are present and the form saves successfully, as the screen navigates back to the dashboard for the survey, a notification will briefly appear that the ***Action completed successfully***.

This is not an indication that the survey was submitted to the database, but that the data for the assessment form were saved within the survey. To submit the data to the database, see section **6.0:** *Verify and Submit*.

NOTE! Upon completing a grade span on the form, if saving the draft at this point without also completing the other grade span is attempted, there will be errors on the ***Verify and Submit*** tab. Make sure to fill out all information for all grade spans within a subject prior to saving a draft to avoid receiving errors.

5.4   Reading / Language Arts

5.4.1 Grades 3-8 Regular Assessments with and without Accommodations

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! Asterisks next to or below the questions indicate responses are required.

In the ***Reading / Language Arts*** tab, the grade span ***3-8*** link requires responses for each grade listed. The requirements for the grade span link for grades 3-8 and for the

Regular Assessments with and without Accommodations table match the requirements for section *5.3.1.1 Grades 3-8 Regular Assessments with and without Accommodations.* See this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.4.2 Grades 3-8 Alternate Assessments Based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The response to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Reading / Language Arts* tab, the grade span *3-8* link requires responses for each grade listed. The requirements for the grade span link for grades 3-8 and for the *Alternate Assessments based on Alternate Achievement Standards* table match the requirements for section *5.3.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards. S*ee this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.4.3 Secondary Grades Regular Assessments with and without Accommodations

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! Asterisks next to or below the questions indicate responses are required.

In the *Reading / Language Arts* tab, the *Secondary* link requires responses for at least one grade. The requirements for the tab for secondary grades and for the *Regular Assessments with and without Accommodations* table match the requirements for section *5.3.1.4 Secondary Grades Regular Assessments with and without Accommodations.* See this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.4.4 Secondary Grades Alternate Assessments based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Reading / Language Arts* tab, the *Secondary* link requires responses for at least one grade level. The requirements for the tab for secondary grades and for the *Alternate Assessments based on Alternate Achievement Standards* table match the requirements for section *5.3.1.5 Secondary Grades Alternate Assessments based on Alternate Achievement Standards.* See this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.4.5 Saving the form Assessments – Reading/Language Arts

The instructions for saving the form *Reading / Language Arts* match the requirements for *Mathematics*. See section 5.3.1.6 for specific instructions regarding this section.

5.5 Science

5.5.1 Grades 3-5 Regular Assessments with and without Accommodations

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The response to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Science* tab, the *3-5* link requires responses to be entered for at least one grade level.

The first table in this tab, *Regular Assessments with and without Accommodations*, requires the following information for each grade (see fig. 5.20):

- **Assessment Name**
  - Enter the name of the assessment administered by the state.
    - Ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are *ACT Aspire Grade 5 Math*,

> > *Dynamic Learning Maps (DLM) alternate assessment*, or
> > *Smarter Balanced*.

- **Grade**
  - For the Science Assessment form, select the grade level value for assessments. At least one grade in this tab is required.
- **EOG/EOC [End of Grade/End of Course]**
  - The default value for this field is *End of Grade*.
  - Select *End of Grade*, *End of Course*, or *Other*.
- **EOG/EOC Comment**
  - If *Other* in the EOG/EOC field is selected, a comment explaining the type of assessment is required. An error will be triggered if *Other* is selected in this field and no comment is provided.
  - There is a 4000-character limit for this field.

NOTE! If the state has students taking the Science assessment in more than one grade within the grade spans provided in the *Science* tab, add rows using the *Add Assessment* link to add additional grades.

Figure 5.20 – Science - Regular Assessments with and without Accommodations

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.5.2 Grades 3-5 Alternate Assessments based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

In the *Science* tab, the *3-5* link requires metadata to be entered for at least one grade level. The remaining requirements for adding assessments to the *Science* tab and the grade span link for grades 3-5 for the *Alternate Assessments based on Alternate Achievement Standards* table match the requirements in section *5.3.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards.* See this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the ***Change*** questions.

5.5.3   Grades 6-9 Regular Assessments with and without Accommodations

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered for each assessment type.

In the ***Science*** tab, the grade span link ***6-9*** requires metadata to be entered for at least one grade level.

NOTE! Any information reported for Grade 9 on the ***6-9*** link will have no effect on data entered for the ***Secondary*** link for ***Science***.

The requirements for adding assessments to the ***Science*** tab, the grade span link for grades 6-9, and for the ***Regular Assessments with and without Accommodations*** table match the requirements in section ***5.5.1.1 Grades 3-5 Regular Assessments with and without Accommodations***. See this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 5.3.1.2 to respond to the ***Change*** questions.

5.5.4   Grades 6-9 Alternate Assessments all Types

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the ***Science*** tab, the grade span link ***6-9*** requires metadata to be entered for at least one grade level.

NOTE! Any information reported for Grade 9 on the ***6-9*** link will have no effect on data entered for the ***Secondary*** link for ***Science***.

The remaining requirements for the grade span link for grades 6-9 and for the ***Alternate Assessments based on Alternate Achievement Standards*** table match the requirements for section ***5.3.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards***. See this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.5.5 Secondary Grades Regular Assessments with and without Accommodations

This table will be pre-populated in these sections of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The response to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Science* tab, the *Secondary* link requires responses for at least one grade in each tab.

NOTE! Any information reported for Grade 9 on the *6-9* link will have no effect on data entered for the *Secondary* link for *Science*.

The requirements for the tab for secondary grades and for the *Regular Assessments with and without Accommodations* table match the requirements for section *5.3.1.4 Secondary Grades Regular Assessments with and without Accommodations.* See this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.5.6 Secondary Grades Alternate Assessments based on Alternate Achievement Standards

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. If updates are necessary, the following section contains information about the functionality of the form.

NOTE! The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.

In the *Science* tab, the *Secondary* link requires responses for at least one grade level.

NOTE! Any information reported for Grade 9 on the *6-9* link will have no effect on data entered for the *Secondary* link for *Science*.

The requirements for the link for secondary grades and for the *Alternate Assessments based on Alternate Achievement Standards* table match the requirements for section *5.3.1.5 Secondary Grades Alternate Assessments based on Alternate Achievement Standards*. See this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.5.7   Saving the *Science* Tab

The instructions for saving the *Science* tab match the requirements for *Mathematics*. See section 5.3.1.6 for specific instructions regarding this section.

5.6   English Language Proficiency (LEP)

5.6.1   Grades K-12 ELP Regular Assessments with and without Accommodations

This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. The response to the **Change** questions below the table are not pre-populated but these questions must be answered.

In the *English Language Proficiency* tab, the *K-12* link requires responses to be entered for at least one grade level.

The first table in this tab, *Regular ELP Assessments with and without Accommodations*, requires the following information for at least one assessment (see fig. 5.21):

- **Assessment Name**
    - Enter the name of the assessment administered by the state.
        - Ensure the information provided is specific enough for ED to understand which assessment was administered.

Figure 5.21 – English Language Proficiency - Regular Assessments with and without Accommodations

After confirming or editing responses for each grade, follow the instructions in section 5.3.1.2 to respond to the *Change* questions.

5.6.2 Grades K-12 ELP Alternate Assessments Based on Alternate Achievement Standards

IMPORTANT! This table will be pre-populated in this section of the survey based on the state's responses from the SY 2020-21 survey. The response to the **Change** questions below the table are not pre-populated but these questions must be answered.

In the *English Language Proficiency* tab, the *K-12* link requires responses for at least one assessment.

- **Assessment Name**
    - Enter the name of the assessment administered by the state.
        - Ensure the information provided is specific enough for ED to understand which assessment was administered.

5.6.3 Saving the English Language Proficiency Tab

The instructions for saving the *English Language Proficiency* tab match the requirements for *Mathematics*. See section 5.3.1.6 for specific instructions regarding this section.

5.6.4 Error Messages in Assessment Forms

The following is a list of scenarios that will cause error messages if changes are made to pre-populated assessments:

- If any required section is left blank
- If at least one assessment is not entered for every grade in the *3-8* link of the *Mathematics* and *Reading / Language Arts* tabs
- If a least one assessment is not entered on the *English Language Proficiency* tab
- If both a grade value of *HS* and a *grade level value* are selected in the *Secondary* link in the *Regular Assessments with and without Accommodations* section
- If a grade value of *HS* and a *grade level value* are selected in the *Secondary* link in the *Alternate Assessments based on Alternate Achievement Standards* section

If errors fire due to any of these scenarios, they must be corrected before responses in the tab can be saved.

6.0   Verify and Submit Assessment Metadata Survey

Once all data entry sections have been completed, select the *Verify and Submit* tab on the Dashboard. Review the data for completeness and accuracy (see fig. 6.1).

Figure 6.1 – Verify and Submit

The survey cannot be submitted to the database until all required fields have been provided and all errors eliminated (see fig. 6.2). The changes for an assessment will not display on the *Verify and Submit* tab if any sections of the assessment have not been completed. Address errors by updating the assessment tabs and completing that section of the survey.

Figure 6.2 – Verify and Submit with Errors

NOTE! An error will fire for any assessment and grade level if the **Change** questions below the tables have not been answered.

After all errors are cleared, click on the ***Verify and Submit*** tab to review the survey responses and warning messages that appear.

If warnings appear or revisions are required, due to errors preventing submission, navigate back to the corresponding assessment tab to correct the survey responses. If necessary, the survey can be submitted with warnings; errors must be corrected.

Survey responses must be certified prior to submission. At the bottom of the ***Verify and Submit Assessments*** screen, the Assessment Director must certify that the data entered in the E*MAPS* Assessment Metadata Survey have been reviewed with the ED*Facts* Coordinator, by marking the check box and entering the ED*Facts* Coordinator's name in the box indicated (see fig. 6.3). This step must be completed in order to submit the survey to the database.
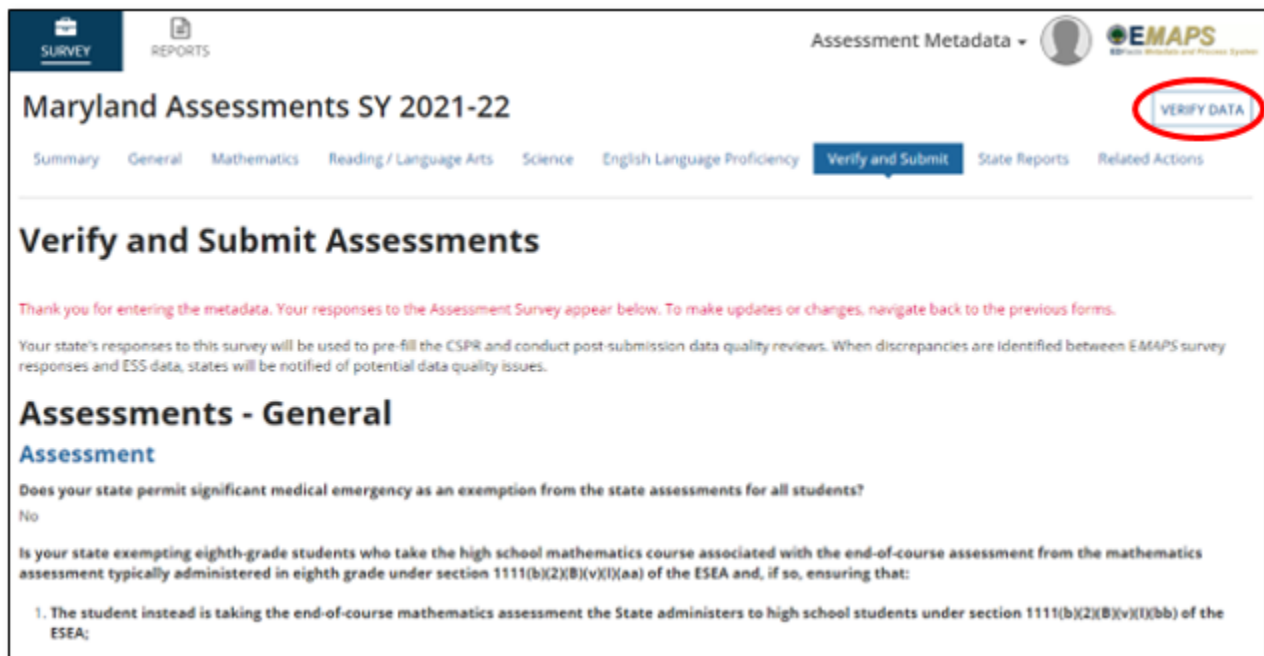
I am certifying that I have reviewed the EMAPS Assessment Metadata Survey data with the EDFacts Coordinator of our state. *

☐

Please enter the name of the State EDFacts Coordinator below. *

SUBMIT

Figure 6.3 – ED*Facts* Coordinator Certification

Once all tabs are saved with no errors, and the data have been verified, click the **Verify Data** button on the ***Verify and Submit*** tab (see fig. 6.4).

Figure 6.4 – Verify and Submit Assessments Tab

Select the ***Submit*** button to submit the Assessment Metadata Survey to the database.

The Assessment metadata will be populated into ESS after the data are submitted to the database.

Once the data are submitted, the ***Submission Confirmation Email*** will be sent to the State Assessment Director, ED*Facts* Coordinator, and IDEA Part B Data Manager. This email will have the HTML report generated for the submission attached.

NOTE! Data will not be available for use by ED or in the HTML report until the **Verify Data** button is clicked.

7.0   Accessing State Reports
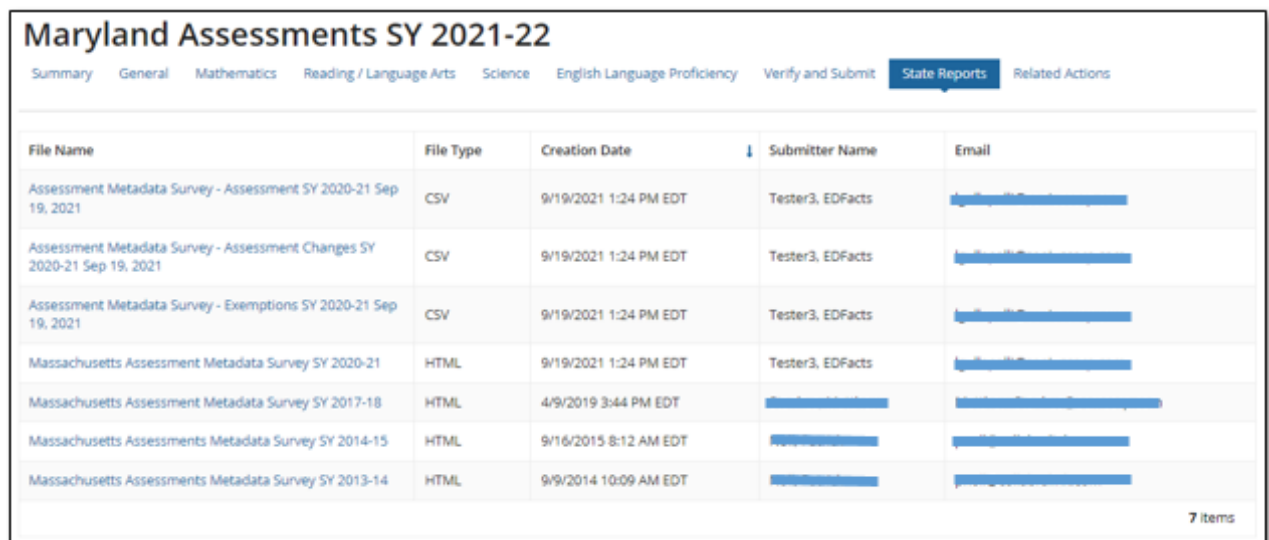
An HTML version of the submitted Assessment Metadata Survey and associated Excel reports will generate each time the survey is submitted and stored to the database. These reports can be accessed on the *State Reports* tab (see fig. 7.1).

Select the blue link under *File Name: <State> Assessment Metadata Survey SY 2021-22,* and the HTML report of the submitted survey will generate.

NOTE! Review the creation dates for the reports to ensure that the most recent report available is accessed.

The following reports will be created each time the *Submit* button is selected, and can be accessed from the *State Reports* Tab:

- **Assessment Metadata Survey HTML Report** – An HTML report that contains all the responses provided by the state within the Assessment Metadata Survey.

- **Exemptions Report** – An Excel report that contains the state's responses to the General Assessments questions.

- **Assessment Changes Report** – An Excel report that contains the state's responses to the questions pertaining to the assessment changes, along with any comments.

Maryland Assessments SY 2021-22

Summary   General   Mathematics   Reading / Language Arts   Science   English Language Proficiency   Verify and Submit   **State Reports**   Related Actions

File Name	File Type	Creation Date ↓	Submitter Name	Email
Assessment Metadata Survey - Assessment SY 2020-21 Sep 19, 2021	CSV	9/19/2021 1:24 PM EDT	Tester3, EDFacts	
Assessment Metadata Survey - Assessment Changes SY 2020-21 Sep 19, 2021	CSV	9/19/2021 1:24 PM EDT	Tester3, EDFacts	
Assessment Metadata Survey - Exemptions SY 2020-21 Sep 19, 2021	CSV	9/19/2021 1:24 PM EDT	Tester3, EDFacts	
Massachusetts Assessment Metadata Survey SY 2020-21	HTML	9/19/2021 1:24 PM EDT	Tester3, EDFacts	
Massachusetts Assessment Metadata Survey SY 2017-18	HTML	4/9/2019 3:44 PM EDT		
Massachusetts Assessments Metadata Survey SY 2014-15	HTML	9/16/2015 8:12 AM EDT		
Massachusetts Assessments Metadata Survey SY 2013-14	HTML	9/9/2014 10:09 AM EDT		

7 Items

Figure 7.1 – State Reports tab

8.0   Related Actions

Once the ***Update*** button has been selected on a tab, and the ***Save as Draft*** button has not been selected, a link to the corresponding tab will display in the ***Related Actions*** tab (see fig. 8.1).
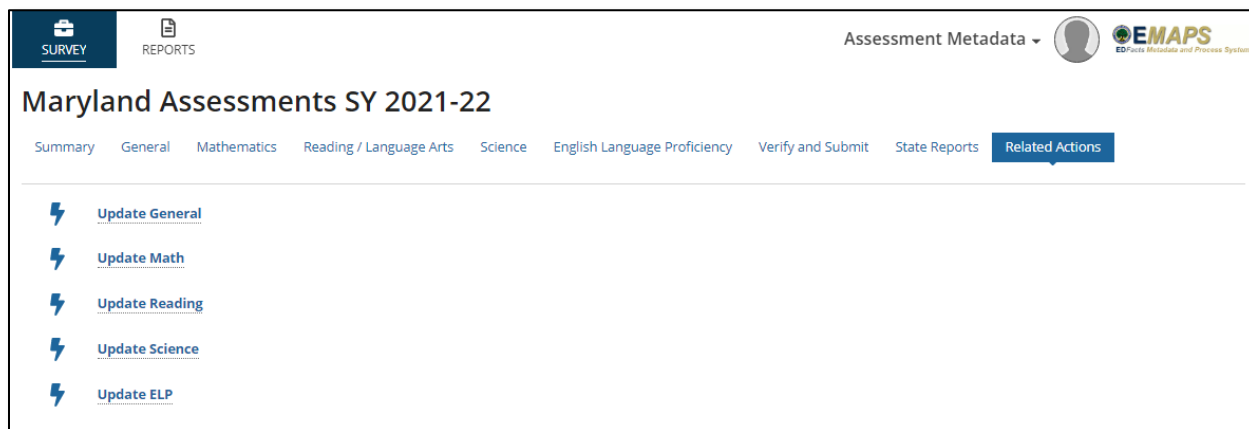

Figure 8.1 – Related Actions Tab

Clicking on the links will navigate the user to the corresponding tab, which will be editable. After updates are made, click on the ***Save as Draft*** button.

NOTE! If the ***Save as Draft*** button has been selected, and the link to the corresponding assessment tab is selected from the ***Related Actions*** tab, the assessment tab will be re-opened and editable.

9.0 Automated E*MAPS* Emails

E*MAPS* will generate and send the following notification emails to Assessment Directors, ED*Facts* Coordinators, and IDEA Part B Data Managers during the process.

- An email will be sent when the survey has been opened.
- A confirmation email will be sent each time the survey's responses have been submitted. This email will contain an HTML copy of the report.
- An email will be sent 10 days and 3 days before the close of the survey to states that have not logged on or saved any data.
- An email will be sent 10 days and 3 days before the close of the survey to states that have not submitted the survey, informing them that the survey will be closing, and asking them to complete the survey.

Additionally, when the system is reopened for survey resubmission, notifications will be sent when:
- The system has been reopened, to notify states that they may make changes, if necessary.
- Three days prior to the close of the reopen period, to notify states that they have not resubmitted the metadata.
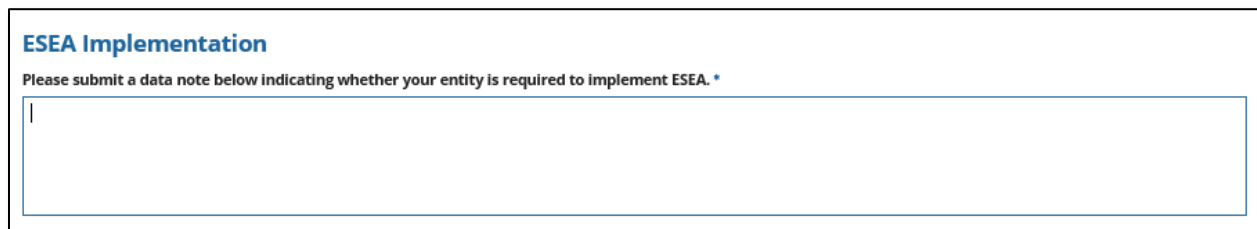
10.0 Outlying Areas and Freely Associated States Guidance

The requirements for the outlying areas and freely associated states (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, and Palau) are slightly different.

NOTE! Science and English Language Proficiency data is not required for the outlying areas and freely associated states; they will not have a *Science* or *English Language Proficiency* tab available.

The outlying areas and freely associated states will be required to provide information for Mathematics and Reading/Language Arts for a minimum of one grade between grades 3-8 for *Regular Assessments with and without Accommodations* and the *Alternate Assessment based on Alternate Achievement Standards*. They should, however, report metadata for all the statewide assessments applicable to their entity, as reported in FS175, FS178, FS185, and FS188.
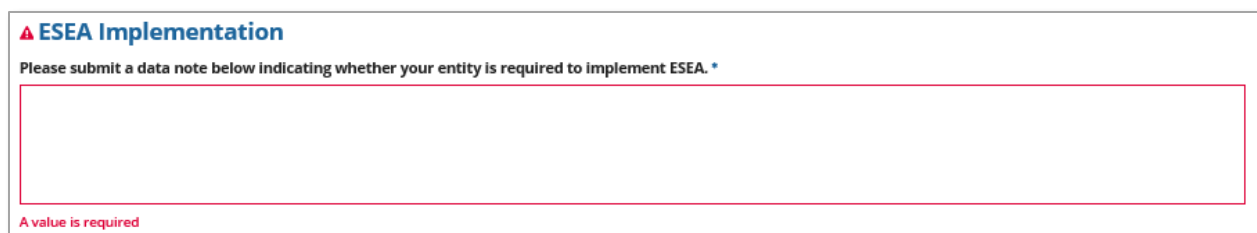
On the *General* tab, the outlying areas and freely associated states will be required to submit a data note indicating whether the entity is required to implement ESEA (see fig. 10.1). This will be pre-populated with the data note from the SY 2020-21 survey.

Figure 10.1 – ESEA Implementation Box

If the data note is not entered, an error message will appear (see fig. 10.2). The survey cannot be submitted to the database until a data note is entered in this section.

Figure 10.2 – ESEA Implementation Box Error

At the secondary level, outlying areas and freely associated states are required to provide information for Mathematics and Reading/Language arts for a minimum of one grade for *Regular Assessment with and without Accommodations* and a minimum of one grade for the *Alternate Assessment based on Alternate Achievement Standards*. They should, however, report metadata for all the statewide assessments

applicable to their entity, as reported in FS175, FS178, FS185, and FS188. All secondary data submitted by the outlying areas and freely associated states must be designated as *HS*.

For the outlying areas and freely associated states, each row of the Grade column for *3-8* for all assessment types will have a dropdown box with the allowable values of *3, 4, 5, 6, 7*, and *8*.

11.0 Resetting E*MAPS* Account Password

Once logged into E*MAPS*, the account password can be reset by selecting the user account circle in the top righthand corner of the screen and by clicking ***SETTINGS*** (see fig. 11.1).
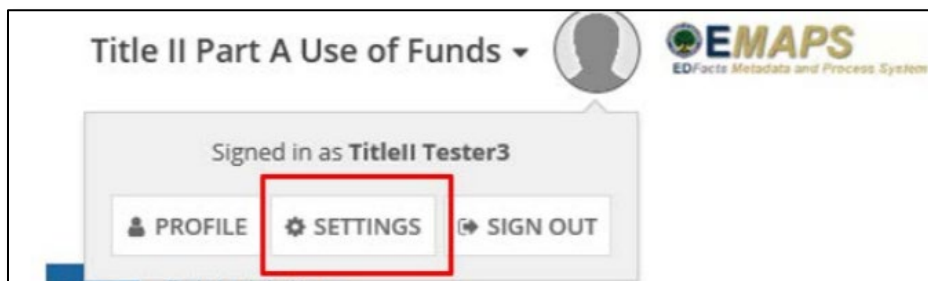
Figure 11.1 – E*MAPS* Settings

Select the Password tab and a reset password form will appear (see fig. 11.2). Enter the old password (the same one used to login to E*MAPS*) and create a new password by entering it twice. Then click ***SAVE CHANGES***.
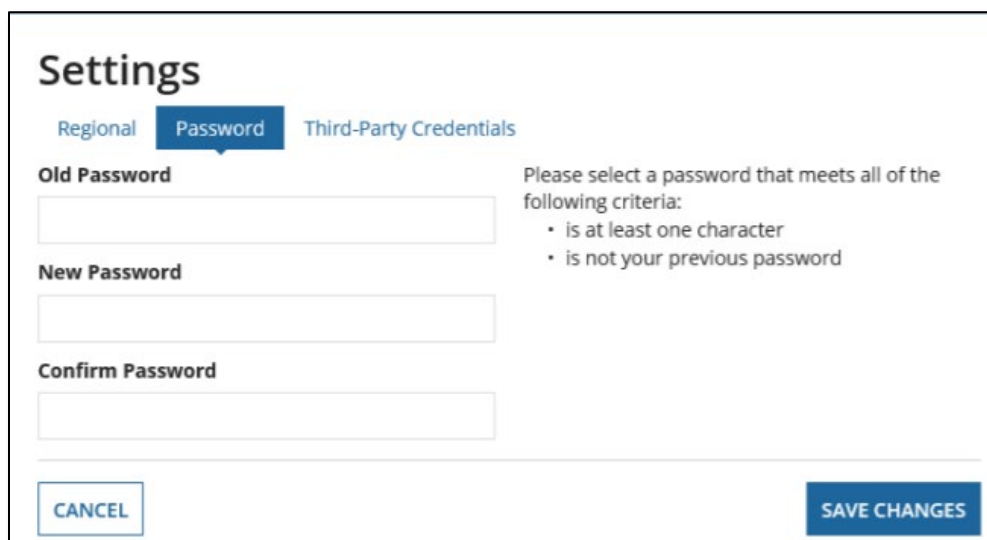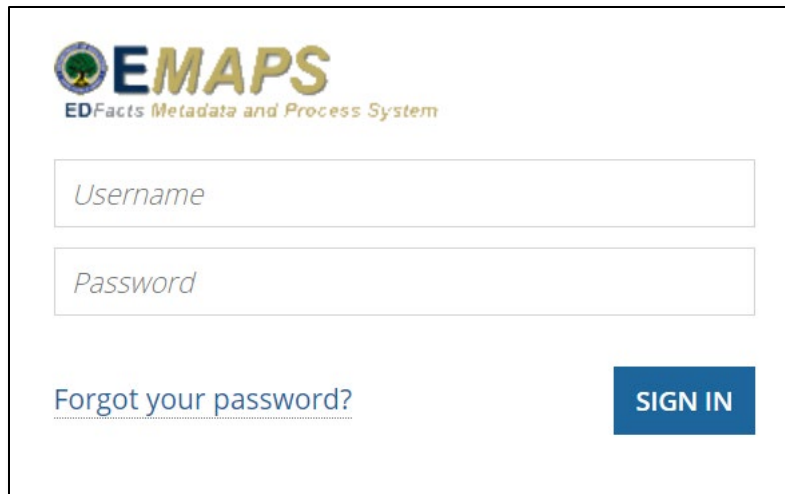

Figure 11.2 – Resetting E*MAPS* Password

If a user has forgotten the E*MAPS* password, click the ***Forgot your password?*** link on the E*MAPS* login screen (see fig. 11.3).

Figure 11.3 – Forgot Your Password

For other login and technical assistance, please contact PSC:
Email: EDFacts@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

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