



**U.S. DEPARTMENT OF EDUCATION**

**EDPass**

# **Academic Assessment Metadata Collections**

## **User Guide**

**December 2023**

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December 2023

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

<b>Title:</b>	EDPass Academic Assessment Metadata Collection User Guide
<b>Issue Date:</b>	December 2023

### DOCUMENT HISTORY

<b>Version Number</b>	<b>Date</b>	<b>Summary of Change</b>
1.0	November 2023	This is a new document.
1.1	December 2023	Updated Sections: <ul style="list-style-type: none"><li>• 5.0 Downloading Data</li><li>• Clarified guidance on required assessments in 3.5, 3.6 and 3.7</li><li>• Appendix H: Added guidance on how to respond to the change questions if there are different responses at the level of assessment type</li></ul>

## PREFACE

This document provides instructions for responding to a metadata collection submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [EDFacts Initiative Home Page](#) under EDFacts System Documentation, including:

- EDFacts Workbook – a reference guide to using the EDPass; particularly useful to new users; contains multiple appendices
- EDPass User Guide – provides assistance to new users of EDPass; it addresses the basic mechanics of system access and data submission
- EDFacts Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to EDFacts data throughout the pre- submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State EDFacts Coordinator on the [EDFacts Contact Page](#).

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through EDFacts (OMB 1850-0925, expires 6/30/2023). EDFacts is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather collection and administrative data. Data are reported by state education agencies (SEAs) and include data at the SEA, local education agency (LEA), and/or school level.

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## 1.0 Purpose

This document contains instructions for submitting the Assessment Metadata Collection. This collection has been divided as follows:

- FS5005 - Assessment – General
- FS6006 – Mathematics
- FS5007 – Reading/Language Arts
- FS5008 - Science

This metadata collection relates to the following files:

- FS175 - Academic Achievement in Mathematics
- FS178 - Academic Achievement in Reading (Language Arts)
- FS179 - Academic Achievement in Science
- FS185 - Assessment Participation in Mathematics
- FS188 - Assessment Participation in Reading/Language Arts
- FS189 - Assessment Participation in Science

The ED data stewarding offices are OESE and OSERS/OSEP.

[Appendix](#) is a copy of the metadata collection from Attachment C of the Information Collection Request.

## 1.1 Changes from Prior Year

This metadata collection was changed in the Information Change Request (ICR) for the SY 2022-23 collection as follows:

- Separated from the metadata collection on the English proficiency assessments.
- Expanded lists of assessment types

This metadata collection was previously collected using the *EMAPS*. EDPass will be different than *EMAPS*.

- Each assessment metadata collection is assigned an FS number.
- EDPass does not send automated notifications.
- The metadata collection is submitted with the File Specifications listed in section 1.0 using the kebab menu from the Data Submission List for any of the FSs listed or from the Metadata Submission List for the metadata collection itself.
- The metadata collections can be completed before or after uploading the files. Both FSs and the metadata collection must be in *Ready to Submit* status as they are submitted together via data package.

- The metadata collection can be downloaded using the kebab menu for the metadata collection on the Metadata Submission List page.
- For SY 2022-23 only, previous submissions of the metadata is available through EMAPS. If you are a new Coordinator and require an EMAPS account to access these versions, please reach out to PSC for assistance. Going forward, the previous submission will be in EDPass and downloadable using the kebab menu.

## 1.2 Key dates

The following table has key dates for this collection.

Important Collection Dates	Date
Open date for responding	Monday, November 6, 2023
First date for submitting	Monday, December 4, 2023
Due date	Wednesday, January 10, 2024, at 11:59 p.m. ET.

## 1.3 Core Requirements

The following table explains some key requirements for this collection.

Area	Requirement
Required to submit	The 50 states, along with DC, BIE, and PR, are required to provide information for every grade level 3 through 8 and High School for the 'Regular assessment without accommodations,' 'Regular assessment with accommodations,' and 'Alternate assessment' assessment types" for all academic subjects. Outlying areas and freely associated entities shall be required to provide information for a minimum of one grade level for grades 3 through 8 for the 'Regular assessment without accommodations,' 'Regular assessment with accommodations,' and 'Alternate assessment' assessment types for Mathematics and Reading/Language Arts.
Not required to submit	Outlying areas and freely associated entities along with VI are not required to submit science assessment data or metadata.
Reporting period	SY 2022-23
Missing responses	The form will not save unless there is a response for every question.
Prefill	This metadata collection will not be prefilled with the prior SY 2021-22 responses.
Submission	This metadata collection is submitted with the associated FS as follows: <ul style="list-style-type: none"> <li>• Assessment – Mathematics with FS175 and 185</li> </ul>

Area	Requirement
	<ul style="list-style-type: none"><li>• Assessment – Reading/Language Arts with FS178 and 188</li><li>• Assessment – Science with FS179 and 189</li></ul> The Assessment – General is submitted separately.
Who can response	Any user with a role that includes the data area Assessment and the function of metadata
Who can submit	Any user with a role that includes the data area Assessment and the function of submit

## 2.0 Guidance

This section contains questions and answers about the metadata submitted.

### How should the grade levels reported in this metadata collection align with data reported in the file specifications?

A state should report the same grade levels in the metadata collection that are reported in the data files. For example, if a state indicates in the metadata that their regular assessments will be using the ‘HS’ permitted value, the state must also report the ‘HS’ permitted value for that assessment type in the data file. If the responses in the metadata collection do not align with the data reported in the data files, DQ errors will be triggered, and the data will not be able to be submitted in EDPass until the errors are resolved by updating the metadata or data files.

### How are these metadata used in business rules?

There are data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files. All business rules can be found in the Business Rules Single Inventory (BRSI) available on the [EDFacts Initiative](#) site. The types of business rules that compare assessment metadata to the assessment file data are:

- **Data Error** - To resolve the error, the metadata and/or data files must be updated to align.
  - **Permitted values comparison** – compares that the high school permitted values used are either individual grade values (09, 10, etc.) or HS and that they align in the metadata responses and data file for Math and RLA.
- **Rule Failure** – Review the uploaded data and if data are accurately reported, add a data note for the file specification by accessing the Data Quality Results page from the Data Submission List for the associated file specification.
  - **Expected:** All permitted value combinations used by the SEA where zero reporting is required are expected to be reported.



- **Unexpected:** Permitted value combinations not used by the SEA are not expected to be reported in the Grades 3-8 data group for the Academic Achievement in Mathematics file.
- **Missing Permitted Values (PVs)** - The sum of the Grades 3-8 data group or HS data group in the Assessment Participation in Mathematics file (FS185) is expected to be greater than zero for students with disabilities for all participation statuses used by the SEA.
  - This edit uses the responses to FS5005 (general med exempt question) and FS5006 (assessment types)

### 3.0 Completing a Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, and submit the metadata along with the associated FS listed in Section 1.0. Updates can be made up to the due date. The metadata responses can be downloaded at any time.

For this SY 2022-23 only, the prior year responses are available in *EMAPS* not EDPass.

#### 3.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar (see fig. 3.1).

The default view on this page is the *Data Submission List*. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 3.1).

Alaska Data Submission List							
Data Submission List		Metadata Submission List		SEA SSP REPORT		Search	
Due Date	SY	FS #	File Specification Name	Last Submission Date	SEA	LEA	SCH
05/10/2023 11:59:59 PM	2022-2023	029	Directory	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	...
05/10/2023 11:59:59 PM	2022-2023	039	Grades Offered	Not Collected 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	Errors 08/02/2023 07:50:16 AM	...
05/10/2023 11:59:59 PM	2022-2023	190	Charter Authorizer Directory	Ready to Submit 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	...
05/10/2023 11:59:59 PM	2022-2023	196	Management Organization for Charter Schools Roster	Unknown 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	...
05/10/2023 11:59:59 PM	2022-2023	197	Crosswalk of Charter Schools to Management Organizations	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	Not Required to Submit 09/21/2023 02:53:23 PM	...
05/10/2023 11:59:59 PM	2022-2023	198	Charter Contracts	Not Collected 08/02/2023 07:50:16 AM	Not Collected 08/02/2023 07:50:16 AM	No Data in EDPass 08/02/2023 07:50:16 AM	...

Figure 3.1 - Submission List with Data Submission List and Metadata Submission List tabs

### 3.2 Navigation on the Metadata Page

To navigate to a metadata collection, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 3.2).

Data Submission List Metadata Submission List					
Search					
Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
01/10/2024 11:59:59 PM	2022-2023	5005	Assessment metadata - General	Data in EDPass	...
01/10/2024 11:59:59 PM	2022-2023	5006	Assessment metadata - Math	Enter/Edit Metadata	...
01/10/2024 11:59:59 PM	2022-2023	5007	Assessment metadata - RLA	No Data in EDPass	...

Figure 3.2 - Access the data entry page for metadata collections via kebab menu

For metadata collections that have more than one set of metadata to enter, use the tabs at the top of the page to navigate between the sets (see fig. 3.3).

**Note!** Green tabs with white text indicate the tab is enabled for data entry (see fig. 3.3).

Figure 3.3 - Metadata collection with two tabs for data entry

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and data are ready to be saved, select **SAVE** (see fig. 6.3) at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.

**Note!** The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (DSL for example) will trigger the *Unsaved Changes* error message to appear (see fig. 3.4). Select **Stay** to remain on the page to complete data entry and save the information entered or select **Leave without Saving** to navigate to another section, which will result in lost data.

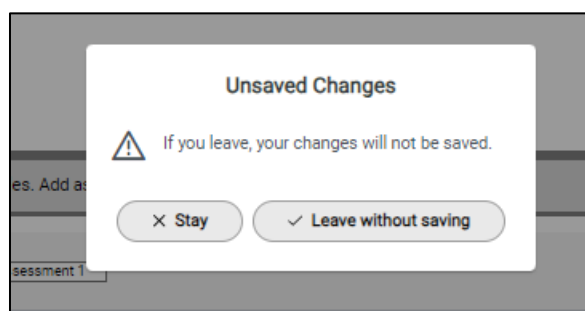


Figure 3.4 – Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

### 3.3 Metadata Submission List Status

If all tabs do not have data entered and saved, the status on the metadata submission list will reflect *No Data in EDPass*. Once all tabs have at least one assessment entry and

have been saved, the status on the Metadata Submission List will reflect *Data in EDPass*.

Once the related file specifications have been uploaded to EDPass, the status on the Metadata Submission List will reflect *Ready to Submit*.

### 3.4 Responding to FS5005 - General Metadata

In this section, indicate whether the state permits significant medical emergency as an exemption from the state assessment for all students (see fig. 3.5).

The response must align with the data submitted in all assessment participation files: FS185, FS188, and FS189.

Select **SAVE** followed by **BACK** to return to the Metadata Submission List.

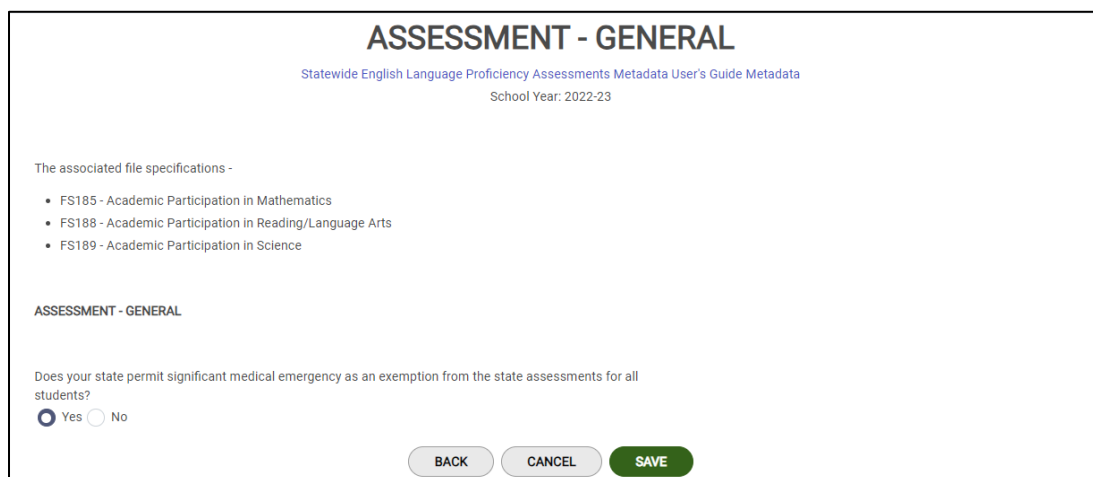
The screenshot shows a web form titled "ASSESSMENT - GENERAL" with a subtitle "Statewide English Language Proficiency Assessments Metadata User's Guide Metadata" and "School Year: 2022-23". Below the title, it lists "The associated file specifications -" with three bullet points: "FS185 - Academic Participation in Mathematics", "FS188 - Academic Participation in Reading/Language Arts", and "FS189 - Academic Participation in Science". The form then has a section titled "ASSESSMENT - GENERAL" with the question "Does your state permit significant medical emergency as an exemption from the state assessments for all students?". There are two radio buttons: "Yes" (which is selected) and "No". At the bottom, there are three buttons: "BACK", "CANCEL", and "SAVE".

Figure 3.5 – Assessment – General metadata collection

### 3.5 Responding to FS5006 - Mathematics Metadata

States should report metadata for all assessments reported in the FS175 and FS185 file specifications. Information collected is assessment name, type of assessment, and grade level administered. Answers to the change questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made (see [Appendix, Section H](#)).

There are two tabs for this metadata collection, **MATHEMATICS – 3 THROUGH 8** and **MATHEMATICS – HIGH SCHOOL**. Both tabs must be completed in order to save and submit the metadata collection in EDPass.

**Added and Important!** SEAs are required to provide information for every grade level 3 through 8 and High School for the ‘Regular assessment without accommodations,’ ‘Regular assessment with accommodations,’ and ‘Alternate

assessment’ assessment types” for all academic subjects. The metadata entry page will not save until all three assessment types are added and information entered.

## Grades 3 through 8

The grade span 3-8 requires the following metadata for each grade:

- **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*.
- **Type of Assessment** – Options are listed in the [Appendix](#)
- **Grade Levels** – Select one or more grades from the drop down menu in which the assessment is administered.

States should report metadata for all assessments reported in the FS175 and FS185 file specifications.

To add an assessment, select **Add Assessment** in the bottom left corner. To remove a previously entered assessment, select **Remove Assessment** in the bottom right corner (see fig. 3.6).

MATHEMATICS - 3 THROUGH 8

Report as many assessments that were used in the above files. Add as many rows as necessary.

Name of Assessment:

Type of Assessment:

Grade Levels:

MATHEMATICS - 3 THROUGH 8 CHANGE QUESTIONS

1. Is the SEA planning to make adjustments or significant changes for assessments to be administered in any of the three years following this reporting year?

☐ Yes ☒ No

Figure 3.6 – Grades 3 through 8 metadata entry tab

Complete the change questions (available in [Appendix, Section H](#)) and select **SAVE**. Select **BACK** to return to the Metadata Submission List.

## High School

In the Mathematics metadata collection, the *High School* tab requires responses for at least one grade.

- **Name of Assessment** – 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.***
- **Type of Assessment** – Options are listed in the Appendix.
- **Timing** – Select either **End of Grade** or **End of Course** for the timing of when the assessment is administered to students.

States should report metadata for all assessments reported in the FS175 and FS185 file specifications.

To add an assessment, select **Add Assessment** in the bottom left corner. To remove a previously entered assessment, select **Remove Assessment** in the bottom right corner (see fig. 3.7).

Figure 3.7 – High school metadata entry tab

Complete the change questions and select **SAVE**.

Select **BACK** to return to the Metadata Submission List.

### 3.6 Responding to FS5007 - Reading/Language Arts Metadata

States should report metadata for all assessments reported in the FS178 and FS188 file specifications. Information collected is assessment name, type of assessment, and grade level administered. Answers to the change questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made (see [Appendix, Section H](#)).

There are three tabs for this metadata collection, **READING/LANGUAGE ARTS – GENERAL**, **READING/LANGUAGE ARTS – 3 THROUGH 8**, and **READING/LANGUAGE ARTS – HIGH SCHOOL**. All tabs must be completed in order to save and submit the metadata collection in EDPass.

**Added and Important!** SEAs are required to provide information for every grade level 3 through 8 and High School for the ‘Regular assessment without accommodations,’ ‘Regular assessment with accommodations,’ and ‘Alternate assessment’ assessment types” for all academic subjects. The metadata entry page will not save until all three assessment types are added and information entered.

## Grades 3 through 8

The grade span 3-9 requires the following metadata for a grade between 3 and 5 and a grade between 6 and 9. The information required includes:

- **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.***
- **Type of Assessment** – Options are listed in the appendix.
- **Grade Levels** – Select one or more grades from the drop down menu in which the assessment is administered.

States should report metadata for all assessments reported in the FS178 and FS188 file specifications.

To add an assessment, select **Add Assessment** in the bottom left corner. To remove a previously entered assessment, select **Remove Assessment** in the bottom right corner (see fig. 3.9).

Figure 3.8 - Grades 3 through 8 RLA metadata entry tab

Complete the change questions (available in [Appendix, Section H](#)) and select **SAVE**.

## High School

In the Mathematics metadata collection, the **High School** tab requires responses for each type of assessment administered.

- **Name of Assessment** – 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.***
- **Type of Assessment** – Options are listed in the appendix.
- **Timing** – Select either **End of Grade** or **End of Course** for the timing of when the assessment is administered to students.

States should report metadata for all assessments reported in the FS178 and FS188 file specifications.

To add an assessment, select **Add Assessment** in the bottom left corner. To remove a previously entered assessment, select **Remove Assessment** in the bottom right corner (see fig. 3.9).

READING/LANGUAGE ARTS - HIGH SCHOOL

Report as many assessments that were used in the above files. Add as many rows as necessary.

Name of Assessment:

Type of Assessment:  (select one from the list)  
Response required

Timing:  (select one from the list)  
Response required

READING/LANGUAGE ARTS - HIGH SCHOOL CHANGE QUESTIONS

1. Is the SEA planning to make adjustments or significant changes for assessments to be administered in any of the three years following this reporting year?  
☐ Yes ☐ No

Figure 3.9 – High school reading/language arts metadata entry tab

Complete the change questions (available in [Appendix, Section H](#)) and select **SAVE**. Select **BACK** to return to the Metadata Submission List.

### 3.7 Responding to FS5008 – Science Metadata

States should report metadata for all assessments reported in the FS179 and FS189 file specifications. Information collected is assessment name, type of assessment, and grade level administered. Answers to the change questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made (see [Appendix, Section H](#)).



There are two tabs for this metadata collection, **Science – 3 THROUGH 9** and **Science – HIGH SCHOOL**. Both tabs must be completed in order to save and submit the metadata collection in EDPass.

**Added and Important!** SEAs are required to provide information for every grade level 3 through 9 and High School for the ‘Regular assessment without accommodations,’ ‘Regular assessment with accommodations,’ and ‘Alternate assessment’ assessment types” for all academic subjects. The metadata entry page will not save until all three assessment types are added and information entered.

## Grades 3 through 9

The grade span 3-9 requires the following metadata for each grade. The information required includes:

- **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*.
- **Type of Assessment** – Options are listed in the appendix.
- **Grade Levels** – Select one or more grades from the drop down menu in which the assessment is administered.

To add an assessment, select the **Add Assessment** button in the bottom left corner. To remove a previously entered assessment, select the **Remove Assessment** button in the bottom right corner (see fig. 3.10).

Complete the change questions and select **SAVE**.

SCIENCE - 3 THROUGH 9

Report as many assessments that were used in the above files. Add as many rows as necessary.

Name of Assessment:	Science Assessment 1
Type of Assessment: (select one from the list)	Regular assessment without accommodations
Grade Levels: (check all that apply)	3, 4, 5, 6, 7, 8, 9
<div>Remove Assessment</div>	

Name of Assessment:

Type of Assessment:  
(select one from the list)

Grade Levels:  
(check all that apply)

Add Assessment

Remove Assessment

SCIENCE - 3 THROUGH 9 CHANGE QUESTIONS

1. Is the SEA planning to make adjustments or significant changes for assessments to be administered in any of the three years following this reporting year?

☐ Yes ☐ No

BACK

CANCEL

SAVE

Figure 3.10 – Grades 3 through 9 Science metadata entry tab

Complete the change questions (which are available in [Appendix, Section H](#) of this document) and select **SAVE**.

Select **BACK** to return to the Metadata Submission List.

## High School

In the Mathematics metadata collection, the **High School** tab requires responses for at least one grade.

- **Name of Assessment** - 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.***
- **Type of Assessment** – Options are listed in the appendix.
- **Timing** – Select either ***End of Grade*** or ***End of Course*** for the timing of when the assessment is administered to students.

To add an assessment, select **Add Assessment** in the bottom left corner. To remove a previously entered assessment, select **Remove Assessment** in the bottom right corner (see fig. 3.11).

The screenshot displays the 'SCIENCE - HIGH SCHOOL' metadata entry interface. At the top, a header bar reads 'SCIENCE - HIGH SCHOOL'. Below it, a grey instruction box states: 'Report as many assessments that were used in the above files. Add as many rows as necessary.' The main area contains two identical assessment entry forms. Each form has three fields: 'Name of Assessment:' (with a text input containing 'HS Science Assessment'), 'Type of Assessment:' (a dropdown menu showing 'High school regular assessment in science I, without accommodations'), and 'Timing:' (a dropdown menu showing 'End of Grade'). To the right of each form is a 'Remove Assessment' button. At the bottom left of the forms is an 'Add Assessment' button. Below the forms, a section titled 'SCIENCE - HIGH SCHOOL CHANGE QUESTIONS' contains a single question: '1. Is the SEA planning to make adjustments or significant changes for assessments to be administered in any of the three years following this reporting year?'. This question has two radio button options: 'Yes' and 'No'. At the very bottom of the form are three buttons: 'BACK', 'CANCEL', and 'SAVE'.

Figure 3.11 - High school Science metadata entry tab

Complete the change questions (available in [Appendix, section H](#)) and select **SAVE**.

Select **BACK** to return to the Metadata Submission List.

## 4.0 Submitting the Metadata Collection

The assessment metadata must be submitted with the entire data package of assessment data. This means that all required data files and metadata for that package must be in a status of *Ready to Submit*, to submit everything in EDPass.

The data packages are:

- Mathematics – Includes FS175, FS185 and Mathematics Assessment Metadata collection
- Reading/Language Arts – Includes FS178, FS188 and Reading/Language Arts Metadata collection
- Science – Includes FS179, FS189 and Science Assessment metadata collection

**Note!** The General Assessment Metadata collection can be submitted on its own.

Once the metadata and all related file specifications in the data package reflect *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or one of the related files in the data package kebab menu on the Data Submission List.

The *Submit Data* pop-up will appear (see fig. 4.1).

I am submitting this data on behalf of the State Education Agency to the US Department of Education (ED) where the ED will have access to the data. The submission of this data is in response to reporting requirements in the Information Collection Request (ICR) for ED Facts (OMB 1850-0925).

FS	FS Name	Due Date	SEA	LEA	SCH
175	Academic Achievement in Mathematics	01/10/2024 11:59:59 PM	Ready to Submit 10/26/2023 03:38:17 PM	Ready to Submit 10/26/2023 01:04:35 PM	Ready to Submit 10/26/2023 12:53:33 PM
185	Assessment Participation in Mathematics	01/10/2024 11:59:59 PM	Ready to Submit 10/26/2023 03:38:17 PM	Ready to Submit 10/26/2023 01:00:39 PM	Ready to Submit 10/26/2023 12:53:33 PM
5006	Assessment metadata - Math	01/10/2024 11:59:59 PM	Ready to Submit 10/19/2023 01:22:14 PM	Not Collected 09/05/2023 01:17:24 PM	Not Collected 09/05/2023 01:17:24 PM

1 of 1 << < 1 > >> 20

Cancel Submit

Figure 4.1: Submit Data Confirmation pop-up

Upon selecting **Submit**, a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the metadata.

**IMPORTANT!** Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*. The processing time of data files can take between 45 to 60 minutes. Shortening the processing time of data will continue to be a priority.

Once data successfully processes, the *Submitted* status will display (see fig. 4.2).

Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
01/10/2024 11:59:59 PM	2022-2023	5005	Assessment metadata - General		Ready to Submit 10/27/2023 03:44:17 PM
01/10/2024 11:59:59 PM	2022-2023	5006	Assessment metadata - Math	10/26/2023 03:52:04 PM	Submitted 10/26/2023 03:53:03 PM
01/10/2024 11:59:59 PM	2022-2023	5007	Assessment metadata - RLA	10/27/2023 03:46:57 PM	<b>Submitted</b> 10/27/2023 03:48:04 PM

Figure 4.2: Status of Submitted reflected upon successful submission

After a due date, all data (as applicable) are delivered to ED.

## 4.1 Making updates to Submitted Metadata

Updates can be made to the metadata collection after it has been submitted as long as the due date has not passed.

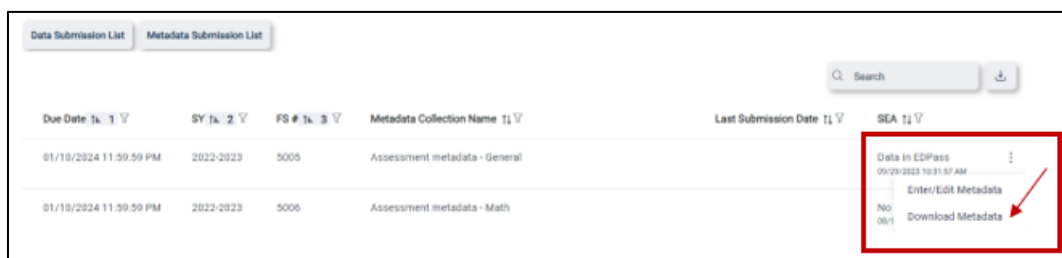
Making updates will change the status on the Metadata Submission List. Follow the process of submitting the data again to complete the submission process.

If updates to data need to be made after a due date has passed, please contact PSC.

## 5.0 Downloading Data

To download a copy of the saved or submitted metadata responses, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 5.1).

Select **DOWNLOAD** from the pop-up menu and follow the browser's prompts to view and/or save a copy of the excel spreadsheet.



Due Date % 1 %	SY % 2 %	FS # % 3 %	Metadata Collection Name % 1 %	Last Submission Date % 1 %	SEA % 1 %
01/10/2024 11:59:59 PM	2022-2023	5005	Assessment metadata - General		
01/10/2024 11:59:59 PM	2022-2023	5006	Assessment metadata - Math		

Figure 5.1 Selecting Download Data from the kebab menu on the MSL

**Note!** There are three columns in the downloaded report that are standard:

- sy\_planned\_for\_change\_to\_content\_standards
- sy\_planned\_for\_change\_to\_achievement\_standards
- sy\_planned\_for\_change\_to\_assessment

These three columns will appear in the downloaded report regardless of the responses to the change questions at the bottom of the metadata pages.

## 5.1 Accessing Prior Year's State Reports

Prior year's HTML and Year-to-Year Comparison reports can be accessed in the [EDFacts Metadata and Process System \(EMAPS\)](#). Once logged into EMAPS, select **Assessment Metadata** under EDFacts (see fig 5.2).

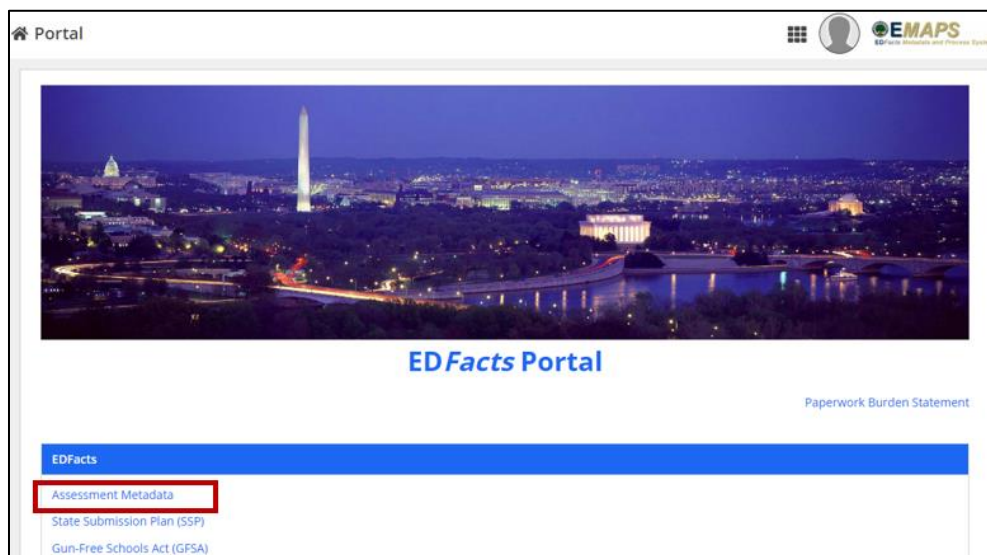


Figure 5.2 – Accessing prior Assessment Metadata Collection reports in EMAPS

Select **REPORTS** from the top menu bar (see fig. 5.3) and choose the following:

1. State Folder: Choose **<State> Assessments**

- a) The list of all previously submitted HTML reports will appear
2. Select the report titled *Assessment Metadata Collection – Assessments SY 2021-22 <Date>* to view last year’s responses.



Figure 5.3 – State Reports in top menu bar

After selecting the report from the list, it can be opened, saved, and/or printed following the browser’s prompts.

## 6.0 Appendix

### ASSESSMENT METADATA COLLECTION (NEW60!)

This metadata collection relates to the collection of data on statewide assessments. This information is collected annually and is used to evaluate assessment data.

This metadata collection relates to the following *EDFacts* Submission System (ESS) file specifications:

- FS175 - Academic Achievement in Mathematics
- FS178 - Academic Achievement in Reading (Language Arts)
- FS179 - Academic Achievement in Science
- FS185 - Assessment Participation in Mathematics
- FS188 - Assessment Participation in Reading/Language Arts
- FS189 - Assessment Participation in Science

#### Section A - General Questions

This section pertains to all the academic assessments.

#	Metadata Collected/Question	Format/Permitted Values
Q 1	Does your state permit significant medical emergency as an exemption from the state assessments for all students?	Yes/No
Q 2	Are English Learners, including children with disabilities (IDEA), who were in the US less than 12 months prior to the reading/language arts state assessment allowed to take the English language proficient (ELP) assessment in lieu of the regular reading/language arts assessment in your state?	Yes/No

#### Section B - Mathematics – Grades 3 through 8

- This section pertains to FS175 - Academic Achievement in Mathematics and FS185 - Assessment Participation in Mathematics.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Grade Levels
Text	Select one from the list: <ul style="list-style-type: none"> <li>• Regular assessment without accommodations</li> </ul>	Check all that apply: <input type="checkbox"/> 3 <input type="checkbox"/> 4

Name of assessment	Type of assessment	Grade Levels
	<ul style="list-style-type: none"> <li>Regular assessment with accommodations</li> <li>Alternate assessment</li> <li>Advanced Assessment without accommodations-middle school</li> <li>Advanced Assessment with accommodations-middle school</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> </ul>	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8

Example:

Name of assessment	Type of assessment	Grade Levels
ALPHA Assessment	<ul style="list-style-type: none"> <li>Regular assessment without accommodations</li> </ul>	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8
BETA Assessment	<ul style="list-style-type: none"> <li>Regular assessment without accommodations</li> </ul>	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8

### Section C - Mathematics – High School

- This section pertains to FS175 - Academic Achievement in Mathematics and FS185 - Assessment Participation in Mathematics.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Timing
Text	Select one from the list: <ul style="list-style-type: none"> <li>Alternate assessment</li> </ul>	Select one from list:



Name of assessment	Type of assessment	Timing
	<ul style="list-style-type: none"> <li>• High school regular assessment in mathematics I, without accommodations</li> <li>• High school regular assessment in mathematics I, with accommodations</li> <li>• High school regular assessment in mathematics II, without accommodations</li> <li>• High school regular assessment in mathematics II, with accommodations</li> <li>• High school regular assessment in mathematics III, without accommodations</li> <li>• High school regular assessment in mathematics III, with accommodations</li> <li>• Advanced Assessment without accommodations – high school</li> <li>• Advanced Assessment with accommodations – high school</li> <li>• Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>• Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> <li>• Locally-selected nationally recognized high school assessment without accommodations</li> <li>• Locally-selected nationally recognized high school assessment with accommodations</li> </ul>	<input type="checkbox"/> End of Grade <input type="checkbox"/> End of Course

**Section D - Reading/Language Arts – Grades 3 through 8**

This section pertains to FS178 - Academic Achievement in Reading (Language Arts) and FS188 - Assessment Participation in Reading/Language Arts.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Grade Levels
Text	Select one from the list: <ul style="list-style-type: none"> <li>• Regular assessment without accommodations</li> <li>• Regular assessment with accommodations</li> <li>• Alternate assessment</li> <li>• Advanced Assessment without accommodations-middle school</li> </ul>	Check all that apply: <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7

Name of assessment	Type of assessment	Grade Levels
	<ul style="list-style-type: none"> <li>Advanced Assessment with accommodations-middle school</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> <li>English language proficiency assessment</li> </ul>	<input type="checkbox"/> 8

**Section E - Reading/Language Arts – High School**

- This section pertains to FS178 - Academic Achievement in Reading (Language Arts) and FS188 - Assessment Participation in Reading/Language Arts.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Timing
Text	Select one from the list: <ul style="list-style-type: none"> <li>Alternate assessment</li> <li>High school regular assessment in reading/language arts I, without accommodations</li> <li>High school regular assessment in reading/language arts I, with accommodations</li> <li>High school regular assessment in reading/language arts II, without accommodations</li> <li>High school regular assessment in reading/language arts II, with accommodations</li> <li>High school regular assessment in reading/language arts III, without accommodations</li> <li>High school regular assessment in reading/language arts III, with accommodations</li> <li>English language proficiency assessment</li> <li>Advanced Assessment without accommodations – high school</li> <li>Advanced Assessment with accommodations – high school</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> </ul>	Select one from list: <ul style="list-style-type: none"> <li><input type="checkbox"/> End of Grade</li> <li><input type="checkbox"/> End of Course</li> </ul>

Name of assessment	Type of assessment	Timing
	<ul style="list-style-type: none"> <li>Locally-selected nationally recognized high school assessment without accommodations</li> <li>Locally-selected nationally recognized high school assessment with accommodations</li> </ul>	

**Section F - Science – Grades 3 through 9**

- This section pertains to FS179 - Academic Achievement in Science and FS189 - Assessment Participation in Science.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Grade Levels
Text	Select one from the list: <ul style="list-style-type: none"> <li>Regular assessment without accommodations</li> <li>Regular assessment with accommodations</li> <li>Alternate assessment</li> <li>Advanced Assessment without accommodations-middle school</li> <li>Advanced Assessment with accommodations-middle school</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> </ul>	Check all that apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> 3</li> <li><input type="checkbox"/> 4</li> <li><input type="checkbox"/> 5</li> <li><input type="checkbox"/> 6</li> <li><input type="checkbox"/> 7</li> <li><input type="checkbox"/> 8</li> <li><input type="checkbox"/> 9</li> </ul>

**Section G - Science – High School**

- This section pertains to FS179 - Academic Achievement in Science and FS189 - Assessment Participation in Science.

Report as many assessments that were used in the above files. Repeat as many rows as necessary.

Name of assessment	Type of assessment	Timing
Text	Select one from the list: <ul style="list-style-type: none"> <li>Alternate assessment</li> <li>High school assessment in science I, without accommodations</li> <li>High school assessment in science I, with accommodations</li> <li>High school assessment in science II, without accommodations</li> <li>High school assessment in science II, with accommodations</li> </ul>	Select one from list: <ul style="list-style-type: none"> <li><input type="checkbox"/> End of Grade</li> <li><input type="checkbox"/> End of Course</li> </ul>

Name of assessment	Type of assessment	Timing
	<ul style="list-style-type: none"> <li>High school assessment in science III, without accommodations</li> <li>High school assessment in science III, with accommodations</li> <li>Advanced Assessment without accommodations – high school</li> <li>Advanced Assessment with accommodations – high school</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment without accommodations</li> <li>Innovative Assessment Demonstration Authority (IADA) pilot assessment with accommodations</li> <li>Locally-selected nationally recognized high school assessment without accommodations</li> <li>Locally-selected nationally recognized high school assessment with accommodations</li> </ul>	

## Section H - Change Questions

**Added guidance!** For SY 2022-23, when a SEA has different responses at the level of assessment type, the SEA may:

- Use the change questions on the EDPass metadata entry page for the regular assessment, and/or
- Use the data notes field in the SSP to enter alternate assessment or other assessment changes for the academic subjects using the participation files (FS185, FS188, FS189).

After entering assessment information in the Assessment tables, the following questions must be answered:

- 1.A. Did the state change its academic assessment?
  - No (no additional questions will be displayed)
  - Yes; If selected, these additional questions must be answered:
    - 2.a. Is the SEA planning to change its Content Standards?
      - No
      - Yes; If selected, the following question must be answered:
        - 2.a.1. Which school year is planned for this change?
          - SY after current SY
          - Second SY after current SY
          - Third SY after current SY
    - 2.b. Is the SEA planning to change its Achievement Standards?

- 2.b.1. Which school year is planned for this change?
  - SY after current SY
  - Second SY after current SY
  - Third SY after current SY
- 2.c. Is the SEA planning to change its Assessment?
  - 2.c.1. Which school year is planned for this change?
    - SY after current SY
    - Second SY after current SY
    - Third SY after current SY

### Changes to Statewide Academic Assessment System

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This section covers adjustments or significant changes to the state's Statewide academic assessment system (i.e., content standards, achievement standards and/or assessments) under ESEA section 1111(b)(3) for assessments to be administered in any of the three school years following this reporting year.

Adjustments or significant changes to a State's Statewide assessment system are described in the Department's *A State's Guide to the U.S. Department of Education's Assessment Peer Review Process*.

**Question 1** – Indicate below which, if any, assessments the SEA is planning to make adjustments or significant changes for assessments to be administered in any of the three school years following this reporting year?

- ☐ Grades 3-8 mathematics
- ☐ Grades 3-8 reading/language arts
- ☐ Grades 3-9 science
- ☐ High school mathematics
- ☐ High school reading/language arts
- ☐ High school science

If any assessments are checked, continue to question 2.

**Question 2** – Report as many assessments that were marked as changed in question 1. Repeat as many rows as necessary.

Assessment	Type of change (Select one or more)	School year planned for change (Select one)
Each assessment marked in question 1	Content Standards	<ul style="list-style-type: none"> <li>• SY after current SY</li> <li>• Second SY after current SY</li> <li>• Third SY after current SY</li> </ul>
	Achievement Standards	<ul style="list-style-type: none"> <li>• SY after current SY</li> <li>• Second SY after current SY</li> <li>• Third SY after current SY</li> </ul>
	Assessment	<ul style="list-style-type: none"> <li>• SY after current SY</li> <li>• Second SY after current SY</li> <li>• Third SY after current SY</li> </ul>

Example:

If the response to Question #1 was Grades 3-8 mathematics, then the response to question #2 might appear as follows:

Assessment	Type of change	School year planned for change
Grade 3 – 8 mathematics	Content Standards	<ul style="list-style-type: none"> <li>• SY after current SY</li> </ul>
	Assessment	<ul style="list-style-type: none"> <li>• Third SY after current SY</li> </ul>



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