U.S. DEPARTMENT OF EDUCATION

EDPass

Statewide English Proficiency Assessment Metadata Collection

User Guide

November 2023

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EDPass English Proficiency Assessment Metadata Collection User Guide
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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	November 2023	This is a new document for SY 2022-23

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 ED*Facts* Initiative Home Page under ED*Facts* System Documentation, including:

- ED*Facts* 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

- ED*Facts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* 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

- EDPass File Specifications – a technical guide that contain instructions for building files that are submitted through EDPass.

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the ED*Facts* Contact Page.

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2023). ED*Facts* 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 metadata information 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.

CONTENTS

1.0 Purpose

This document contains instructions for submitting the English Proficiency Assessment metadata collection (which has been assigned FS5009).

This metadata collection relates to the following files:

- FS050 - Title III English Language Proficiency Results
- FS137 - English Language Proficiency Test
- FS138 - Title III English Language Proficiency Test
- FS139 - English Language Proficiency Results

The ED data stewarding office is OESE/SSA/Title III.

Appendix A explains how to access and navigate EDPass. Appendix B 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 collections on the academic subject assessments.
- *Regular ELP Assessment* and on the *Alternate ELP Assessment* are now reported by grade levels K through 12.

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

- The metadata collection is assigned a FS number.
- EDPass does not send automated notifications.
- The metadata collection can be completed before or after uploading corresponding data files.
- The metadata collection is downloaded using the kebab menu on the metadata submission list page.
- For SY 2022-23 only, the previous submission of this metadata is combined with the academic assessment metadata and available through E*MAPS*. If you are a new Coordinator and require an E*MAPS* account to access prior 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 metadata collection.

Important Collection Dates	Date
Open date for responding	Monday, November 6, 2023
First date for submitting	Monday, December 18, 2023
Due date	Wednesday, January 24, 2024, at 11:59 p.m. ET.

1.3 Core Requirements

The following table explains key requirements for this collection.

Area	Requirement
Required to submit	All 50 states, District of Columbia (DC) and Puerto Rico (PR).
Not required to submit	Bureau of Indian Education (BIE), U.S. Virgin Islands (VI), and the outlying areas and freely associated states (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, and Palau)
Reporting period	SY 2022-23
Missing responses	The form will not save unless there is a response for every question.
Prefill	This metadata survey will not be prefilled with the prior SY 2021-22 responses.
Submission	This metadata survey can be submitted separate from the associated FS.
Who can response	Any user with a role that includes the data area EL Programs (Title III) and the function of metadata
Who can submit	Any user with a role that includes the data area EL Programs (Title III) and the function of submit

2.0 Completing the Metadata 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 E*MAPS,* not EDPass.

2.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** from the top menu bar (see fig. 4.2).

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. 5.1).

Figure 5.1 – Submission List with Data Submission List and Metadata Submission List tabs

2.2 Accessing the Metadata Collections

To access the metadata collection to complete data entry, select **Statewide English Language Proficiency Assessments metadata** (FS5009) from the Metadata Submission List page (see fig 6.1).

Figure 6.2 – ELP Assessment on the Metadata Submission List

2.3   Responding to the Metadata Collection

There are two tabs for this metadata collection:

- **REGULAR ENGLISH LANGAUGE PROFICIENCY ASSESSMENT**
- **STATEWIDE ALTERNATE ENGLISH LANGAUGE PROFICIENCY ASSESSMENT**

Both tabs must be completed in order to save and submit the metadata collection.

Each tab has two parts. The first part is what assessments were used. The second part is about changes to the assessments.

Regular English Language Proficiency Assessment

There is a line item for each grade, K – 12, and a response is required for every grade.

For each grade, states should report the regular ELP assessment for each of the grade levels reported in the FS050, FS137, FS138 and FS139 file specifications (see fig. 6.2). Options are:

- WIDA Access
- ELPA 21

- LAS Links
- Other – Fill in next row
    - If *Other – Fill in next row* is selected, a comment box will appear to provide the name of the assessment administered
    - There is a character limit of 50 for this field

Figure 6.3 – Regular Assessment for Grades Kindergarten – 12

If a response is missing for one or more grade levels, an on-screen error *Response Required* will appear (see fig. 6.2) and the data entered on to page will not be able to be saved. Resolve the on-screen errors to continue.

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

Statewide Alternate English Language Proficiency Assessment

There is a line item for each grade, K – 12, and a response is required for every grade.

States should report metadata for the alternate ELP assessment for each of the grade levels reported in the FS050, FS137, FS138 and FS139 file specifications (see fig. 6.3).

For each grade, select the assessment administered from the drop down menu. Options are:

- WIDA Access
- Other – Fill in next row
    - If *Other – Fill in next row* is selected, a comment box will appear to provide the name of the assessment administered

o   There is a character limit of 50 for this field

Figure 6.4 – Alternate Assessment for Grades Kindergarten – 12

If a response is missing for one or more grade levels, an on-screen error *Response Required* will appear (see fig. 6.2) and the data entered on the page will not be able to be saved. Resolve the on-screen errors to continue.

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

2.4   Submitting the Metadata Collection

Once the metadata and all related file specifications listed in section 1.0 have a status of *Ready to Submit* select **Submit** from the kebab menu for any of the FS from the Data Submission List or the metadata collection from the Metadata Submission List.

The *Submit Data* pop-up will appear.

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

Select **Submit** to submit the metadata.

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

Once data successfully processes, the status of *Submitted* will display on both the Data Submission List (data files) and Metadata Submission List.

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

2.5   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.

2.6   Downloading the Responses to the Metadata Collection

To download a copy of the saved or submitted responses to the metadata form, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 8.1).

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

Figure 8.5 - Selecting *Download Data* from the kebab menu on the MSL

2.7   Accessing Prior Year's Responses

Prior year's HTML and Year-to-Year Comparison reports can be accessed in the ED*Facts* Metadata and Process System (E*MAPS*) Once logged into E*MAPS*, select **Assessment Metadata** under ED*Facts* (see fig 8.2).
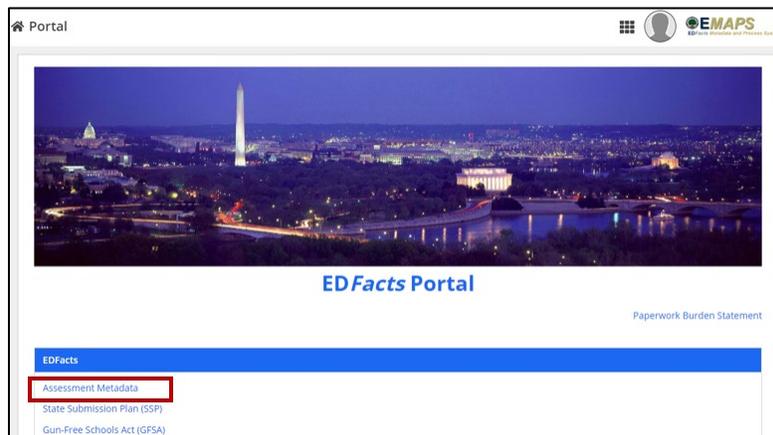
Figure 8.6 – Accessing prior Assessment Metadata Survey reports in E*MAPS*

Select **REPORTS** from the top menu bar (see fig. 8.3) 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 Survey – Assessments SY 2021-22 <Date>* to view last year's responses.

Figure 8.7 – 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.

3.0 Appendix A – Access to and Navigation in EDPass

This appendix explains how to access and navigate in EDPass. For additional information about EDPass see the EDPass User Guide.

3.1 Technological Requirements

EDPass works on internet browsers Google Chrome and Microsoft Edge, versions released 2022 and later.

3.2 Availability

EDPass is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

After a due date, EDPass will be unavailable for uploading, adding and/or editing data notes and submitting data that were due. SEA EDPass Managers may still make changes and additions to users and role management. Authorized users can still make changes to the SSP.

3.3   Concurrency

EDPass is designed to allow multiple users within the SEA to access the application. For instance, one user can upload data files while another is resolving data quality errors by adding data notes. However, if two users work on the same screen (or page) simultaneously, there is a risk that one of the users' inputs will be omitted; the data saved last will be the data written into the database. To avoid confusion and omission of data, assign responsibilities to try and avoid two users working on the same pages at the same time.

3.4   Signing into EDPass

Upon accessing the EDPass website, accept the *Terms of Service* agreement by selecting the checkbox next to "I agree."

Click **SIGN IN WITH LOGIN.GOV** and the system will direct you to enter your LOGIN.GOV credentials. Enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EDPass landing page.

3.5   Signing out of EDPass

To minimize security risks, sign out of EDPass when the application is not being used. To sign out, click the user icon on the top right-hand corner of the screen and select **Logout** from the drop down. Before signing out, be sure to save changes to avoid losing work.

After 2 minutes of inactivity, a timer in red font will appear in the upper right-hand corner counting down to when EDPass with automatically sign out the user (see fig. 4.1). You will be automatically signed out after 20 minutes of inactivity. Simply moving the computer mouse resets the timer.
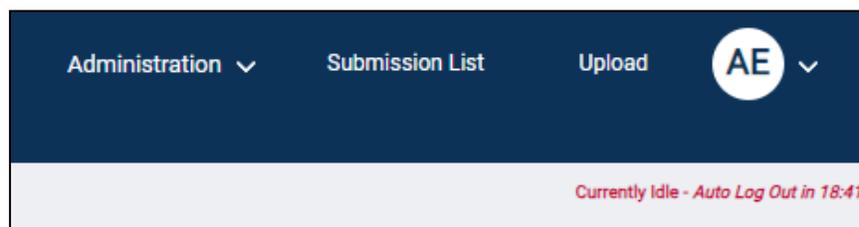
Figure 4.1 - Inactivity timer appears in the top right corner and counts down

3.6   EDPass Landing Page

After successfully logging in, the landing page will display (see fig 4.2).

The top of the landing page contains links to:

- Administration (if an SEA EDPass Manager)
- Submission List
- Upload
- Your EDPass Account

The middle of the page contains:

- **Quick Links**
  - Links to ED*Facts* reporting documentation
  - Links to EDPass-related documentation

- **We are here to help**
  - ED*Facts* PSC contact information

The bottom of the page provides the Paperwork Burden Statement (see fig 4.2).

Figure 4.2 - EDPass Landing Page

3.7 Your EDPass Account

In the upper right corner of the page header is a circle with your initials. Hover on the circle and a drop down with options to view your user account or to log out of EDPass will appear. To review your information, select **View User Account**. If there are errors in your user information, contact your SEA EDPass Manager.

Your EDPass permissions are set by your SEA EDPass Manager. Permissions are assigned via a role defined by data areas and by functions. You will only be able to work on data areas and perform functions that your SEA EDPass Manager has granted to you. Only your SEA EDPass Manager can change your permissions.

4.0 Appendix B – Metadata Collection

This appendix contains a copy of the metadata collection information from Attachment C of the approved OMB EDFacts data collection package.

English Proficiency assessment metadata survey (NEW60!) (TECHNICAL CORRECTION)

This metadata collection relates to the collection of data the statewide English proficiency assessment. This information is collected annually and is used to evaluate and use the data.

Statewide English Language Proficiency Assessments

This metadata collection relates to the following files:
- FS050 - Title III English Language Proficiency Results
- FS137 - English Language Proficiency Test
- FS138 - Title III English Language Proficiency Test
- FS139 - English Language Proficiency Results

Question 1 - For the files above, what is the name of the regular English Language Proficiency Assessment for each of the grade levels listed below:

Grade Level	Select from list	If Other, provide name of assessment
K	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
1	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
2	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
3	Select one: • WIDA ACCESS	Text

Grade Level	Select from list	If Other, provide name of assessment
	• ELPA 21 • LAS LINKS • Other – Fill in the next column	
4	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
5	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
6	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
7	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
8	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
9	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
10	Select one: • WIDA ACCESS • ELPA 21	Text

Grade Level	Select from list	If Other, provide name of assessment
	• LAS LINKS • Other – Fill in the next column	
11	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text
12	Select one: • WIDA ACCESS • ELPA 21 • LAS LINKS • Other – Fill in the next column	Text

Question 2 - For the files above, what is the name of the Statewide Alternate English Language Proficiency Assessments for Students with the Most Significant Cognitive Disabilities for each of the grade levels listed below

Grade Level	Select from list	If Other, provide name of assessment
K	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
1	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
2	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
3	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
4	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
5	Select one: • WIDA Alt ACCESS	Name

Grade Level	Select from list	If Other, provide name of assessment
	• Other - Fill in the next column	
6	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
7	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
8	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
9	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
10	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
11	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name
12	Select one: • WIDA Alt ACCESS • Other - Fill in the next column	Name

Changes to Statewide English language proficiency (ELP) Assessments

This section covers adjustments or significant changes to the state's Statewide English language proficiency (ELP) assessments (i.e., English language proficiency 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 – Is the SEA is planning to make adjustments or significant changes for English language assessments to be administered in any of the three school years following this reporting year for regular or alternate assessments?

- ☐ Regular English Language Proficiency Assessment
- ☐ Statewide Alternate English Language Proficiency Assessments for Students with the Most Significant Cognitive Disabilities
  (Either assessment type checked, continue to question 2)
- ☐ No, end of metadata survey

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	ELP standards	• SY after current SY • Second SY after current SY • Third SY after current SY
	ELP Achievement standards (cut scores used on ELP assessments)	• SY after current SY • Second SY after current SY • Third SY after current SY
	ELP Assessments	• SY after current SY • Second SY after current SY • Third SY after current SY

Changes Questions

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

- 1.A. Did the state change its academic assessment?
  - o No (no additional questions will be displayed)
  - o 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:
        - o 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

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