U.S. DEPARTMENT OF EDUCATION

EDFacts

EMAPS Assessment Metadata Survey User Guide

Release 4.0

September 2017
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This technical guide is available on the Department’s EDFacts Initiative Home Page and on the EDFacts Metadata and Process System (EMAPS) Website.

On request, this publication is available in alternate formats, such as Braille, large print, or computer diskette. For more information, please contact the Department’s Alternate Format Center at (202) 260–0852 or (202) 260–0818.
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PREFACE

The EMAPS Assessment Metadata Survey User Guide is intended to provide assistance to users of the EDFacts Metadata and Process System (EMAPS).

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

Data entered into the EMAPS system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through EDFacts (OMB 1850-0925, expires 06/30/2020). 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.

EDFacts is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. EDFacts 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 (EMAPS) is a Web-based tool used to provide state education agencies (SEAs) with an easy method of reporting and maintaining information on state policies, plans, and metadata to aid in the analysis of data collected.

1.1 Technological Requirements

Internet Explorer versions 9, 10, and 11 are the only supported browsers for accessing EMAPS.

1.2 Overview

The EMAPS Assessment metadata process collects and stores assessment metadata for files C175, C178, C179, C185, C188, and C189. This information is necessary:

- To pre-populate key parts of sections 1.3 and 1.9 of the Consolidated State Performance Report (CSPR);
- To calculate the percentage of students considered proficient for the public assessment files;
- To develop public release data files;
- To pre-populate Indicator 3 of the IDEA Part B State Performance Plan/Annual Performance Report (SPP/APR); and
- To conduct post-submission data quality reviews.

When discrepancies are identified between EMAPS survey responses and the ED Facts Submission System (ESS) data, states will be notified of “data quality” issues in the Coordinated Data Quality Review (CDQR).

Metadata submitted on this survey, as well as data submitted in C175, C178, C179, C185, C188, and C189, should only reflect any assessments implemented to meet the assessment requirements under Section 1111(b)(3) of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA).

The state assessment director will complete the survey and provide metadata for assessments administered in SY 2016-17. Do not submit metadata for field test assessments.

Metadata will be pre-populated from the state’s responses from last year. The state assessment director will need to review responses to confirm that the responses are still appropriate for SY 2016-17 and make any necessary changes. The Department of Education (ED) encourages state assessment directors to collaborate and coordinate responses to this survey with their ED Facts Coordinators, Consolidated State Performance Report (CSPR) Coordinators, and IDEA Part B Data Managers.
The assessment director will provide data for at least three, and up to five, assessment types:

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

**Alternate Assessment Types:**
- Alternate Assessment based on Alternate Achievement Standards
- Alternate Assessment based on Grade-Level Achievement Standards
- Alternate Assessment based on Modified Achievement Standards

The following data elements will be provided for each type of assessment:
- Assessment Name
- Number of Performance Levels
- Lowest Performance Level considered proficient
- 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)
2.0 FREQUENTLY ASKED QUESTIONS

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

Why isn’t the ED Facts Coordinator the primary provider of this information?
The Office of Elementary & Secondary Education (OESE) identified state assessment directors as the state expert for this information. OESE and the Office of Special Education Programs (OSEP) also determined that ED Facts Coordinators and Part B Data Managers will be able to view reports and will be copied on the notification e-mails, 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 the CSPR, in IDEA reporting, and in published assessment data.

How does this information impact the CSPR for my state?
This information is used to pre-populate academic achievement results in the CSPR online collection tool, which is why ED Facts requires this information to be submitted by 8:00 p.m. ET on December 13th, 2017.

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 Indicator 3 in the IDEA Part B SPP/APR.

Will the information in the Assessment Metadata Survey be pre-populated?
Responses to most questions in this survey will be prepopulated from the state’s final responses from last year. Please review these responses and make any necessary updates. The question “Did your state assessment change from the prior year?” and any required follow up questions, must be answered for each assessment type and each grade span. An error will fire if this question is not answered for each Assessment and Grade Level combination.

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 may be given for High School students generally, or may be for a particular grade level. Can I report these separately in EMAPS?**

Different grade level values may be entered for different types of alternate assessments. For example, indicate HS for the Alternate Assessment Based on Grade Level Achievement Standards and Grade 10 for the Alternate Assessment Based on Alternate Achievement Standards.

Both HS and Grades 9 – 12 cannot be used for the same alternate assessment type. This will trigger an error on the page.

All secondary data submitted by the outlying areas and freely associated states must be designated as ‘HS.’ Please see section 8.0 for more information about reporting metadata for outlying areas and freely associated states.

**New! How many proficiency levels are required?**

At least three proficiency levels are required. If less than 3 proficiency levels are entered for any assessment, the system will display a warning message on the Verify & Submit page “less than 3 performance levels were specified.”

**How long will it take until my data is loaded to the database and associated with the CSPR?**

During the CSPR Part I open periods, submitted (finalized) assessment metadata is uploaded each night. Updates to the survey will trigger the state’s CSPR Sections 1.3 and 1.9 prefill to run without the need for ESS file resubmission(s).

**Which states are required to complete this survey?**

All 50 states, DC, BIE, PR, 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, at a minimum, data for one Alternate Assessment Type for each required subject (Mathematics, Reading/Language Arts) in grades 3-8 and one secondary value, as well as one Alternate Assessment per grade group in Science. Please see section 8.0 for information that should be reported by other outlying areas and freely associated states.

**When will this Survey be open?**
<table>
<thead>
<tr>
<th>The survey will be open initially from 10/02/2017 to 8:00 p.m. ET on 12/13/2017.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The survey will re-open on 02/19/2018 and close at 8:00 p.m. ET on 02/28/2018.</td>
</tr>
<tr>
<td>The survey will re-open on 04/09/2018 and close at 8:00 p.m. ET on 04/11/2018.</td>
</tr>
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3.0 ACCESSING EMAPS

3.1 Log in to EMAPS

To log in to EMAPS, visit the webpage at https://emaps.ed.gov/suite/ or select the “EMAPS” menu item within ESS (See fig.1). Enter the assigned username and password for access.

**NOTE!** EMAPS usernames and passwords are case sensitive.

Figure 1

![Sign In Page](https://emaps.ed.gov/suite/)
4.0 COMPLETING THE ASSESSMENT METADATA SURVEY

Follow the steps below to edit the Assessment Metadata information in EMAPS.

Information about assessments offered will be pre-populated in each section of the survey based on the state's responses from last year. For each assessment type and grade span, the responses should be reviewed, and an answer to the question “Did your state assessment change from the prior year?” must be provided before submitting the survey to the database. Until this question is answered, and all forms have been saved as draft, the survey will not be able to be submitted to the database.

**NOTE!** Because responses are pre-populated, screen shots used to detail the following steps are similar, but not identical, to what will be seen in the live EMAPS process.

4.1 Launch the Assessment Metadata Survey Process in EMAPS

After logging into EMAPS, the EMAPS homepage is shown. The “Assessment Metadata Survey SY 2016-17” is under the Metadata Collections header. Click the link, “Click here to begin the Assessment Metadata Survey” to being the process (see fig.2).

To return to the homepage at any time, click on the ‘EMAPS Home’ button and select ‘EMAPS Home’ at the top of the dropdown screen.

After selecting the “Click here to begin Assessment Metadata Survey” link, the state survey link will be shown (see fig. 3). Click the link “<State Name> Assessments SY 2016-17” to enter the Assessment Metadata Survey Dashboard.
A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the EMAPS survey form, or click ‘Continue’ when the inactivity warning message is displayed (see fig.4).

4.2 Dashboard

The survey Dashboard contains links to each section of the survey that needs to be completed. The Assessments Metadata Dashboard contains five links (see fig. 5).

The available forms are:
Assessments – General: Indicate whether the state allows for medical exemptions for all students. This question will be prepopulated from last year’s responses for the state.

Assessments – Mathematics: Enter metadata relating to Mathematics assessments for grades 3-8 and Secondary, as reported in EDFacts files C175 and C185. (Outlying areas and freely associated states, please see Section 8.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. An answer to the question “Did your state assessment change from the prior year?” is not pre-populated and must be provided.

Assessments – Reading/Language Arts: Enter metadata relating to Reading/Language Arts assessments for grades 3-8 and Secondary, as reported in EDFacts files C178 and C188. (Outlying areas and freely associated states, please see Section 8.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. An answer to the question “Did your state assessment change from the prior year?” is not pre-populated and must be provided.

Assessments – Science: Enter metadata relating to Science assessments for grade spans 3-5, 6-9, and Secondary, as reported in EDFacts files C179 and C189. (Outlying areas and freely associated states, please see Section 8.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. An answer to the question “Did your state assessment change from the prior year?” is not pre-populated and must be provided.

Revised! Verify and Submit Assessments: Upon completion of all subject areas required for the state, review the data, certify that it has been reviewed with the EDFacts Coordinator for the state, and submit it to the database.

NOTE! In order to submit the Assessment Metadata to the database, the Assessment Director must certify that the data collected in the EMAPS Assessment Metadata Survey have been reviewed with the EDFacts Coordinator.

NOTE! In order for the Assessment Metadata to be used, it must be submitted to the database.

4.3 Assessments – General

Answers will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

In this section, indicate whether the state permits “significant medical emergency as an exemption from the state assessment for all students” (see fig. 6). This answer must align with the data submitted in all assessment participation files: C185, C188, and C189.
Once the section has been completed the question, click ‘Save as Draft’ to return to the Assessment Metadata Survey Dashboard.

Figure 6

<table>
<thead>
<tr>
<th>Assessments - General</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Metadata Survey</strong></td>
</tr>
<tr>
<td>Alabama SY 2016-17</td>
</tr>
<tr>
<td><strong>Assessments - General</strong></td>
</tr>
<tr>
<td>Please provide the following information about the State</td>
</tr>
<tr>
<td>Assessment</td>
</tr>
<tr>
<td>Does your state permit significant medical emergency as an exemption from the state assessment for all students?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**NOTE!** Outlying areas and freely associated states should review section 8.0 for additional instructions for the “Assessments - General” section.

### 4.4 Completing the Assessment Forms

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)

(Outlying areas and freely associated states may refer to section 8.0 for clarification of requirements.)

Each subject is collected in its own “Assessment Form” The layout of all three Assessments Forms, “Assessments – Mathematics,” “Assessments – Reading/Language Arts,” and “Assessments – Science” are similar. This section will highlight navigational features for all of these forms. Subsections will provide specific details regarding each assessment type.

The Assessment Forms contain the following components:
• **Tabs:** These are at the top of the page, and allow navigation between grade spans. (See fig. 7 for Mathematics and Reading/Language Arts forms and fig. 8 for the Science form.)

Figure 7

![Assessment Metadata Survey](image1)

Figure 8

![Assessment Metadata Survey](image2)

**NOTE!** All tabs in each form must be reviewed, and responses to the prior year change question must be provided in each tab for each assessment type.

• **“Regular Assessments with and without Accommodations.”** This table appears on each tab. The responses are pre-populated from last year’s survey. Review this table, and make updates if necessary. Additional instructions about the requirements of these sections will be provided for each subject in this user guide (see fig. 9).
Prior year change question: After the “Regular Assessments with and without Accommodations” table on each tab, the following question must be answered: “Did your state assessment change from the prior year?” Select either ‘Yes’ or ‘No’ using the radio buttons. The response to this question will not be pre-populated. (See fig. 9 above for placement on the page, and see fig. 10 below for details.) For more information about responding to this question, please see Section 4.4.1.2 “Completing the Prior Year Change Question.”

“Alternate Assessments all Types:” This table appears below the “Regular Assessments with and without Accommodations” in each tab. The responses are pre-populated from last year’s survey. Review this table, and make updates if necessary. Additional instructions about the requirements of these sections will be provided for each subject in this user guide (see fig. 11).
Figure 11

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Assessment Name</th>
<th># of Performance Levels</th>
<th>At or Above Proficiency</th>
<th>Grade</th>
<th>EOGEO</th>
<th>EOGEOC Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on Grade Level A</td>
<td>R.L. Test M 1</td>
<td>5</td>
<td>✔</td>
<td>3</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Based on Grade Level A</td>
<td>R.L. Test M 2</td>
<td>4</td>
<td>✔</td>
<td>4</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Based on Alternate Achieve</td>
<td>R.L. Test M 3</td>
<td>2</td>
<td>✔</td>
<td>2</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Based on Grade Level A</td>
<td>R.L. Test M 4</td>
<td>5</td>
<td>✔</td>
<td>5</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Based on Grade Level A</td>
<td>R.L. Test M 5</td>
<td>6</td>
<td>✔</td>
<td>5</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Based on Grade Level A</td>
<td>R.L. Test M 6</td>
<td>2</td>
<td>✔</td>
<td>5</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Prior year change question: After the “Alternate Assessments all Types” table on each tab, the following question must be answered: “Did your state assessment change from the prior year?” Select either ‘Yes’ or ‘No’ using the radio buttons. The response to this question will not be pre-populated. (See fig. 11 above for placement on the page, and see fig. 10 above for details.) For more information about responding to this question, please see Section 4.4.1.2 “ Completing the Prior Year Change Question.”

“Save as Draft” button: The “Save as Draft” button saves metadata entered on each tab in the form, and will close the assessment form and show the survey dashboard. It is recommended that this button is selected after reviewing all the tabs in the form. The “Save as Draft” button does not submit this data to the database (see fig. 11 above for placement on the page).

4.4.1 “Assessments – Mathematics”

4.4.1.1 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

NOTE! The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered.

In the forms for “Assessments – Mathematics,” the tab labeled as “3-8” requires metadata for each grade listed.

The first form in this tab, “Regular Assessments with and without Accommodations,” requires the following information for each grade (see fig. 12 for an example of this section):

- ‘Assessment Name’
  - Enter the name of the assessment administered by the state.
- `'# of Performance Levels'`
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - **New!** At least three performance levels must be selected.
- `'At or Above Proficiency'`
  - Enter the lowest level at which a student is considered proficient.
  - The lowest proficiency level allowed is 2. An error will be triggered if the level identified as proficient is higher than the total number of performance levels indicated for that assessment.
- `'Grade'`
  - For “Regular Assessments with and without Accommodations” for Mathematics, the grade value will be auto-populated for grades in the ‘3-8’ tab.
- `'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.

![Table](image)

Figure 12

### 4.4.1.2 Completing the Prior Year Change Question

After confirming or editing responses for each grade, the following question must be answered: “Did your state assessment change from the prior year?” Select either ‘Yes’ or ‘No’ using the radio buttons. This section will not be pre-populated.

If ‘Yes’ is selected, the following two additional required questions will appear (see fig. 13):
- “If yes, did the change affect comparability in results from the prior year?”
“If yes, please indicate which of the following major changes were made to the assessment. Please check all that apply. If checking “Other” please explain in the comment box.”

Figure 13

Select the appropriate changes and leave any comments in the text box. Comments are required if “Other” major changes were made to the assessment. An error will appear if no comment is listed and “Other” is selected.

If ‘No’ is selected to answer the question “If yes, did the change affect comparability in results from the prior year?” and any of the boxes below are checked, or a comment is entered, an error will be triggered. Only enter a comment if the answer to this question is ‘Yes.’

4.4.1.3 Grades 3-8 “Alternate Assessments all Types”
This table will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

NOTE! The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Mathematics,” the tab labeled “3-8” requires responses for each grade listed.

The table “Alternate Assessments all Types” requires the following information for each grade (see fig. 14 for an example of this section):

- ‘Assessment Type’
  - Enter the assessment type using the drop-down menu. Choose from:
    - Alternate Assessments based on Alternate Achievement Standards
    - Alternate Assessments based on Grade-Level Achievement Standards
    - Alternate Assessments based on Modified Achievement Standards
• ‘Assessment Name’
  • Enter the name of the assessment administered by the state.

• ‘# of Performance Levels’
  • Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  • New! At least three performance levels must be selected.

• ‘At or Above Proficiency’
  • Enter the lowest level at which a student is considered proficient.
  • The lowest proficiency level allowed is 2. An error will be triggered if the level identified as proficient is higher than the total number of performance levels indicated for that assessment.

• ‘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.

**NOTE!** The types of alternate assessments identified in this metadata survey should align to the types of alternate assessments for which counts are reported in C175, C178, C179, C185, C188, and C189.

**Figure 14**

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Assessment Name</th>
<th># of Performance Levels</th>
<th>At or Above Proficiency</th>
<th>Grade</th>
<th>EOG/EOC Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on Grade Level</td>
<td>Test 1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>Other</td>
</tr>
<tr>
<td>Based on Modified</td>
<td>Test 2</td>
<td>6</td>
<td>4</td>
<td>5</td>
<td>End of Grade</td>
</tr>
<tr>
<td>Based on Alternate</td>
<td>Test 3</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>End of Grade</td>
</tr>
<tr>
<td>Based on Grade Level</td>
<td>Test 4</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>End of Grade</td>
</tr>
<tr>
<td>Based on Modified</td>
<td>Test 5</td>
<td>4</td>
<td>3</td>
<td>7</td>
<td>End of Grade</td>
</tr>
<tr>
<td>Based on Alternate</td>
<td>Test 6</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>End of Grade</td>
</tr>
</tbody>
</table>

Did your state assessment change from the prior year? *
- Yes
- No

Save as Draft

Add rows as necessary by using the blue ‘Add an item’ icon. For example, if the state administers an Alternate Assessment based on Alternate Achievement Standards and an Alternate Assessment based on Grade-Level Achievement Standards, fill out the
metadata for one, add one or more rows in order to fill out the metadata for the other. To remove a row, click the corresponding orange ‘X’ on the right-hand side of that row.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

**4.4.1.4 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Mathematics,” the tab labeled “Secondary” requires responses for at least one grade. Add rows to add grades/grade levels as necessary by using the ‘Add an item’ icon. To remove a row, click the corresponding orange ‘X’ on the right-hand side.

The first table in each of these tabs, “Regular Assessments with and without Accommodations,” requires the following information for each grade (see fig. 15 for an example of this table):

- **‘Assessment Name’**
  - Enter the name of the assessment administered by the state.

- **‘# of Performance Levels’**
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - **New!** At least three performance levels must be selected.

- **‘Grade’**
  - Indicate the grade or grade level of the assessment type (e.g., ‘Grade 10’ or ‘HS’). Indicate each grade level for which the assessment is administered. Please note that high school values must be selected using either 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.

- **‘At or Above Proficiency’**
  - Enter the lowest level at which a student is considered proficient.
  - The lowest proficiency level allowed is 2. An error will be triggered if the level identified as proficient is higher than the total number of performance levels indicated for that assessment.

- **‘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.

Figure 15

An error message will appear if numerical grade levels and HS are selected for the ‘Regular Assessments with and without Accommodations’ (see fig. 16). The form cannot be saved until this error is corrected.

Figure 16

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.1.5 Secondary Grades “Alternate Assessments All Types”

This table will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

NOTE! The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Mathematics,” the tab labeled ‘Secondary’ requires responses for at least one grade level in each form. The second table in each of these tabs, “Alternate Assessments all Types,” requires the following information for each assessment listed (see fig. 17 for an example of this section):

- ‘Assessment Type’
  - Enter the assessment type using the drop-down menu. Choose from:
• Alternate Assessments based on Alternate Achievement Standards
• Alternate Assessments based on Grade-Level Achievement Standards
• Alternate Assessments based on Modified Achievement Standards

- ‘Assessment Name’
  - Enter the name of the assessment administered by the state.

- ‘# of Performance Levels’
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - **New!** At least three performance levels must be selected.

- ‘At or Above Proficiency’
  - Enter the lowest level at which a student is considered proficient.
  - The lowest proficiency level allowed is 2. An error will be triggered if the level identified as proficient is higher than the total number of performance levels indicated for that assessment.

- ‘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.
  - For alternate assessments only, enter different grade level values for different alternate assessments. For example, indicate that HS is used for ‘Alternate Assessments with Accommodations’ and grade 10 is used for ‘Alternate Assessments based on Modified Achievement Standards’ (see fig. 19 for an example). Grades 9 -12 and HS may not be entered for the same assessment type.

- ‘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!** The types of alternate assessments identified in this metadata survey should align to the types of alternate assessments for which counts are reported in C175, C178, C179, C185, C188, and C189.

**NOTE!** Secondary grades identified in this metadata survey (i.e., discrete grades or “HS” for high school) should align to the secondary grades for which counts are reported in C175, C178, C179, C185, C188, and C189.
Add rows as necessary by using the blue ‘Add an item’ icon. For example, if the state administers an Alternate Assessment based on Alternate Achievement Standards, and an Alternate Assessment based on Grade-Level Achievement Standards, fill out the metadata for one, add one or more rows in order to fill out the metadata for the other. To remove a row, click the corresponding orange ‘X’ on the right-hand side of that row.

An error message will appear if numerical grade levels and HS are selected for the same Alternate Assessment type (see fig. 18). The form cannot be saved until this error is corrected.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.1.6 Saving the form “Assessments – Mathematics”
At the bottom of each tab under the “Alternate Assessments all Types” table, there is a button to “Save as Draft” (see fig. 19). This button saves metadata entered on each tab in the form, and will close the assessment form and show the survey dashboard.

It is recommended that this button is selected after reviewing all the tabs in the form. 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 top of the form, and columns will be highlighted in red (see fig. 20).

The data for the assessment cannot be saved until errors are corrected. Please review and fix any errors in order to save the data. An error occurred in this example because for many grades, the “At or Above Proficiency” level is higher than the total number of performance levels provided. A complete list of possible errors on assessment forms is provided in section 4.4.4.

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 form was submitted successfully” (see fig. 21).

This is not an indication that it was submitted to the database, but that data for the assessment were saved within the survey. To submit the data to the database and populate the CSPR, see section 5.0 “Verify and Submit Assessments.”
**NOTE!** Upon completing either tab in the section, if saving the draft at this point without also completing the other tab is attempted, there will be errors on the “Verify and Submit” page. Make sure to fill out all information for all tabs within a subject prior to saving a draft in order to avoid receiving errors.

### 4.4.2 “Assessments – Reading/Language Arts”

#### 4.4.2.1 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered.

In the form for “Assessments – Reading/Language Arts,” the tab labeled “3-8” requires responses for each grade listed. The requirements for the tab for grades 3-8 and for the table “Regular Assessments with and without Accommodations” match the requirements for section 4.4.1.1 “Grades 3-8 ‘Regular Assessments with and without Accommodations’.” Please see this section for specific instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

#### 4.4.2.2 Grades 3-8 “Alternate Assessments all Types”

This table will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Reading/Language Arts,” the tab labeled “3-8” require responses for each grade listed. The requirements for the tab for grades 3-8 and for the table “Alternate Assessments all Types” match the requirements for section 4.4.1.3 “Grades 3-8 ‘Alternate Assessments all Types’.” Please see this section for specific instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.
4.4.2.3 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Reading/Language Arts,” the tab labeled “Secondary” requires responses for at least one grade. The requirements for the tab for secondary grades and for the table “Regular Assessments with and without Accommodations” match the requirements for section 4.4.1.4 “Secondary Grades ‘Regular Assessments with and without Accommodations’. “ Please see this section for specific instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.2.4 Secondary Grades “Alternate Assessments All Types”
This table will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Reading/Language Arts,” the tab labeled ‘Secondary’ requires responses for at least one grade level in the tab. The requirements for the tab for secondary grades and for the table “Alternate Assessments All Types” match the requirements for section 4.4.1.5 “Secondary Grades ‘Alternate Assessments all Types’. " Please see section this section for specific instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.2.5 Saving the form “Assessments – Reading/Language Arts”
The instructions for saving the form “Assessments – Reading/Language Arts” match the requirements for “Assessments – Mathematics.” Please see section 4.4.1.6 for specific instructions regarding this section.

4.4.3 “Assessments – Science”
4.4.3.1 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the tab labeled “3-5” requires responses for at least one grade level in each tab.

The first table in this tab, “Regular Assessments with and without Accommodations,” requires the following information for each grade (see fig. 22 for an example of this section):

- ‘Assessment Name’
  - Enter the name of the assessment administered by the state.
- ‘# of Performance Levels’
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - **New!** At least three performance levels must be selected.
- ‘At or Above Proficiency’
  - Enter the lowest level at which a student is considered proficient.
  - The lowest proficiency level allowed is 2. An error will be triggered if the level identified as proficient is higher than the total number of performance levels indicated for that assessment.
- ‘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 “Assessments – Science” form, add rows using the “Add an Item” button in order to add additional grades.
After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

### 4.4.3.2 Grades 3-5 Alternate Assessments all Types
This table will be pre-populated in these sections of the survey based on the state's responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the responses in the tab labeled “3-5” requires metadata for at least one grade level in the tab. The remaining requirements for adding assessments to the form “Assessments – Science” and the tab for grades 3-5 for the table “Alternate Assessments all Types” match the requirements in section 4.4.1.3 “Grades 3-8 ‘Alternate Assessments all Types’.” Please see this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

### 4.4.3.3 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the responses in the tab labeled “6-9” requires metadata for at least one grade level in each tab.

**NOTE!** Any information reported for Grade 9 on the ‘6-9’ tab will have no effect on data entered for the ‘Secondary’ tab for Science Assessments.
The requirements for adding assessments to the form “Assessments – Science” and the tab for grades 6-9 and for the table “Regular Assessments with and without Accommodations” match the requirements in section 4.4.3.1 “Grades 3-5 ‘Regular Assessments with and without Accommodations’.” Please see this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.3.4 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

NOTE! The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the tab labeled “6-9” requires responses for at least one grade level in each tab.

NOTE! Any information reported for Grade 9 on the ‘6-9’ tab will have no effect on data entered for the ‘Secondary’ tab for Science Assessments.

The remaining requirements for the tab for grades 6-9 and for the table “Alternate Assessments all Types” match the requirements for section 4.4.1.3 “Grades 3-8 ‘Alternate Assessments all Types’.” Please see this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.3.5 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 last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

NOTE! The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the tab labeled “Secondary” requires responses for at least one grade in each tab.

NOTE! Any information reported for Grade 9 on the ‘6-9’ tab will have no effect on data entered for the ‘Secondary’ tab for Science Assessments.
The requirements for the tab for secondary grades and for the table “Regular Assessments with and without Accommodations” match the requirements for section 4.4.1.4 “Secondary Grades ‘Regular Assessments with and without Accommodations’.” Please see this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.3.6 Secondary Grades “Alternate Assessments All Types”
This table will be pre-populated in this section of the survey based on the state’s responses from last year. If updates are necessary, the following section of the user guide contains information about the functionality of the form.

**NOTE!** The response to the question “Did your state assessment change from the prior year?” is not pre-populated. This question must be answered for each assessment type.

In the form for “Assessments – Science,” the tab labeled ‘Secondary’ requires responses for at least one grade level in each tab.

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

The requirements for the tab for secondary grades and for the table “Alternate Assessments all Types” match the requirements for section 4.4.1.5 “Secondary Grades ‘Alternate Assessments All Types’.” Please see this section for complete instructions.

After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the prior year change question.

4.4.3.7 Saving the form “Assessments – Science”
The instructions for saving the form “Assessments – Science” match the requirements for “Assessments – Mathematics.” Please see section 4.4.1.6 for specific instructions regarding this section.

4.4.4 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 any “At or Above Proficiency” level is greater than the value selected for “# of Performance Levels.”
- If at least one assessment is not entered for every grade in tabs labeled ‘3-8’ in the “Assessments – Mathematics” and “Assessments – Reading/Language Arts” forms.
• If both a grade value of ‘HS’ and a grade level value are selected, in the ‘Secondary’ tab in the in the “Regular Assessments with and without Accommodations” section.
• If a grade value of ‘HS’ and a grade level value are selected for the same assessment type, in the ‘Secondary’ tab in the in the “Alternate Assessments all Types” section.

If errors fire due to any one of these scenarios, they must be corrected before responses in the form can be saved.
5.0 VERIFY AND SUBMIT ASSESSMENTS

Once all data entry sections have been completed, select the ‘Verify and Submit Assessments’ link on the Dashboard.

Review the data for completeness and accuracy (see fig. 23).

Figure 23

<table>
<thead>
<tr>
<th>Assessment Metadata Survey</th>
<th>Alabama SY 2016-17</th>
<th>Verify and Submit Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you for entering the metadata. Your responses to the Assessment Survey appear below. To make updates or changes, navigate back to the previous forms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your state’s responses to this survey will be used to 1) pre-fill the CSPR, 2) pre-populate the IDEA Part B Annual Performance Report (APR), and 3) conduct post-submission data quality reviews. When discrepancies are identified between EMAPS survey responses and ESS data, states will be notified of “data quality” issues. Please refer to the EMAPS Assessment Metadata Survey ESS Crosswalk document to view the relationship between questions in the EMAPS assessment Metadata Survey and specific EDFact files, CSPR questions and data quality review procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments - General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your state permit significant medical emergency as an exception from the state assessment for all students?</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Assessments - Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Assessments with and without Accommodations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Name</td>
<td># of Performance Levels</td>
<td>At or Above Proficiency</td>
</tr>
<tr>
<td>Math Reg Grade 3</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Math Reg Grade 4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Math Reg Grade 5</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

The survey cannot be submitted to the database until all required fields have been provided and all errors eliminated. Errors will be listed at the bottom of the page in red font, if any sections of the survey have not been completed (see fig. 24). Address any errors by returning to the data entry pages and completing that section of the survey.

**NOTE!** An error will fire for any assessment and grade level if the question “Did your state assessment change from the prior year?” has not been answered.

Figure 24

New! After all errors are cleared, review the survey responses and warning messages that appear. Warnings will appear for any assessment with less than 3 proficiency levels (see fig. 25).
If warnings appear, navigate back to the corresponding Assessment form to correct the survey responses. If necessary, the survey can be submitted with warnings.

**New!** 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 collected in the EMAPS Assessment Metadata Survey have been reviewed with the EDFacts Coordinator. The EDFacts Coordinator’s name must be entered into the box indicated (see fig. 26). This step must be completed in order to submit the survey to the database.

Once all forms are saved with no errors, and the data have been certified, click the “Verify and Submit Data” button (see fig. 27).

If revisions are necessary, click “Change Survey” to return to the Dashboard.

If the data are correct, click the “Verify and Submit Data” button.

The Assessment metadata will be populated into ESS after the data are submitted to the database. While CSPR is open, data will be populated once each night.
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.

Data will not be available for ED use, updated in CSPR, or in the HTML report until the “Verify and Submit Data” button is clicked.
6.0 DATA REVIEW (REPORTS)

In order to review an HTML report of data in the survey, go back to the E\textit{MAPS} homepage and select the ‘Assessment Metadata Reports’ link on the right-hand side of the page under ‘Reports and Files’ (see fig. 28).

Figure 28

This link will contain a folder with the Assessment metadata completed by the state each year the survey has been on E\textit{MAPS} (see fig. 29).

Figure 29

A report will be created each time the “Verify and Submit Data” button is clicked. Review the dates for the reports, to ensure that the most recent report available is reviewed (see fig. 30).

Figure 30
7.0 USER E-MAILS GENERATED AND SENT BY EMAPS

EMAPS will generate and send the following notification e-mails to Assessment Directors, EDfacts Coordinators, and IDEA Part B Data Managers during the process.

- An e-mail will be sent to all the state's users when the survey has been opened.
- A confirmation e-mail will be sent to all the state's users each time the survey's responses have been submitted. This e-mail will contain an HTML copy of the report.
- An e-mail will be sent 10 days and 3 days before the close of the survey to those state users who have not logged on or saved any data.
- An e-mail will be sent 10 days and 3 days before the close of the survey to all state users who 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 data resubmission, notifications will be sent when:
- The system has been reopened, informing states that they may make changes if necessary.
- Three days prior to the close of the reopen period to notify states that have not submitted metadata.
8.0 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. 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 one Alternate Assessment. However, they should report metadata for all the statewide assessments that are applicable to their entity, as reported in C175, C178, C185, and C188.

New! For SY 2016-17, on the “Assessments – General” page, 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. 31).

Figure 31

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

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 at least one Alternate Assessment Type. However, they should report metadata for all the statewide assessments that are applicable to their entity, as reported in C175, C178, C185, and C188. 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.

Science data is not required for the outlying areas and freely associated states; they will not have an “Assessment – Science” link available.
The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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