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Secretary of Education

Administrative Data Division
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System Owner

September 2018

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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.
Document Control

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PREFACE

The EMAPS Assessment Metadata Survey User Guide is intended to provide assistance to users of the ED Facts 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 ED Facts (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.

ED Facts 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. ED Facts centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.
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1.0 INTRODUCTION

The EDFacts 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 (1) data to meet Federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

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

NOTE! EMAPS is unavailable late Sunday through 2:00 a.m. ET Monday morning for system maintenance.

1.2 Overview

The EMAPS Assessment Metadata process collects and stores assessment metadata for files FS175, FS178, FS179, FS185, FS188, and FS189. This information is necessary:

- To pre-populate key parts of section 1.2 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 EDFacts 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 FS175, FS178, FS179, FS185, FS188, and FS189, 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 or EDFacts Coordinator will complete the survey and provide metadata for assessments administered in SY 2017-18. Do not submit metadata for field test assessments.

Metadata will be pre-populated from the state’s responses from the previous year. The state Assessment Director or EDFacts Coordinator will need to review responses to
confirm that the responses are still appropriate for SY 2017-18 and make any necessary changes. The Department of Education (ED) encourages state Assessment Directors to collaborate and coordinate responses to this survey with their EDFacts Coordinators, Consolidated State Performance Report (CSPR) Coordinators, and IDEA Part B Data Managers.

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

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

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

The following data elements will be provided for each type of assessment:
- Assessment Name
  - Please 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*.
- 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 is the EDFacts Coordinator not the primary provider of this information?

The Office of Elementary & Secondary Education (OESE) identified state Assessment Directors as the state expert for this information. EDFacts Coordinators will, however, be allowed to edit and certify the survey data. OESE and the Office of Special Education Programs (OSEP) also determined that IDEA Part B Data Managers will be 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. Even though Part I of the CSPR will not open until early 2019, EDFacts requires the EMAPS Assessment Metadata survey to be submitted by 8:00 p.m. ET on Wednesday, December 12th, 2018.

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 some questions in this survey will be pre-populated from the state’s final responses from last year. Please review these responses and make any necessary updates. Additional prior-year change questions have been included for SY 2017-18 and will not be pre-populated. These questions are required and must be answered for each assessment type and each grade span. An error will fire if these questions are not answered for on each Assessment tab, for both the Regular Assessments with and without Accommodations and the Alternate Assessments based on Alternate Achievement Standards.

Why am I being asked to provide information separately about performance levels for the alternate assessments?

In some states, the number and/or name of the performance levels for the alternate assessment differs from that of the regular assessment.

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

Both HS and Grades 9 – 12 cannot be used for the Alternate Assessment based on Alternate Achievement Standards. If a grade value of HS is selected in an assessment row, no assessment rows for grades 9-12 will be allowed for the same assessment type. If assessment rows for any of grades 9-12 are present, the data entry cell shall be outlined in red and the following error message will display when hovering over the data entry cell: Grade: cannot have grades 9-12 and HS selected for the same alternate assessment type.

All secondary data submitted by the outlying areas and freely associated states must be designated as HS. Please see section 9.0 for more information about reporting metadata for outlying areas and freely associated states.

How many proficiency levels are required?

At least three proficiency levels are required. If less than three proficiency levels are entered for any assessment, the system will display a warning message on the Verify and Submit tab, noting that less than 3 performance levels were specified.

Which states are required to complete this survey?

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

Is every state required to provide the same data?
No. The 50 states, along with DC, BIE, PR, and VI, are required to submit data for *Regular Assessments without Accommodations* and *Regular Assessments with Accommodations* for all grades 3-8, and at least one secondary grade for Mathematics and Reading Assessments, as well as one grade per each span (3-5, 6-9, and secondary) for Science. States are also required to provide data for *Alternate Assessments Based on Alternate Achievement Standards* for each required subject (Mathematics, Reading/Language Arts) in grades 3-8 and one secondary value, as well as one grade per each grade span (3-5, 6-9, and secondary) for *Alternate Assessments Based on Alternate Achievement Standards* in Science. Please see section 9.0 for information that should be reported by other outlying areas and freely associated states.

**When will this Survey be open?**

The survey will open on October 1, 2018 and close at 8:00 p.m. ET on December 12, 2018. The survey will reopen on February 18, 2019 and close at 8:00 p.m. ET on February 27, 2019. The survey will reopen for a second time on April 8, 2019 and close at 8:00 p.m. ET on April 10, 2019.
3.0 ACCESSING EMAPS

3.1 Log in to EMAPS

To log in to EMAPS, go to https://emaps.ed.gov

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

![Figure 3.1 – Department of Education approved warning banner](image)

2. Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). Both the EMAPS username and password are case sensitive. If a user experiences issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

![Figure 3.2 – EMAPS Login Screen](image)
4.0 ACCESSING THE ASSESSMENT METADATA SURVEY

Information about assessments offered will be pre-populated in each section of the survey based on the state’s responses from last year. For each assessment type and grade span, the responses should be reviewed, and answers to the questions Did the state change its academic assessment?, Did the state make changes to achievement standards?, and Did the state make changes to content standards? must be provided before submitting the survey to the database. Until these questions are answered, and all forms have been saved as draft, the survey 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 EMAPS Records Dashboard

Once logged in, users will land on the EMAPS Records tab which contains a list of all available surveys. To return to the list at any time, select on the Records tab in the top navigation menu.

There are five tabs at the top of the new EMAPS homepage (see fig. 4.1):

- **News**: This tab is not used at this time.
- **Tasks**: This tab allows users to send and receive messages from any EMAPS user (across all states). Users may reply to received messages and also track important messages by using the star feature.
- **Records**: This tab displays all available EMAPS surveys.
- **Reports**: This tab displays reports for all available EMAPS surveys.
- **Actions**: This tab contains the Paperwork Burden Statement and Terms of Service.

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select Continue when the inactivity warning message is displayed.
The **Assessment Metadata Survey** link is displayed on the **Records** tab (see fig. 4.2). Click the **Assessment Metadata Survey** link, which will open the Assessment Metadata Survey page (see fig. 4.3). Click on the `{State} Assessments SY 2017-18` to begin.

![Figure 4.2 – EMAPS Records Tab Survey Links](image)

![Figure 4.3 – EMAPS Assessment Metadata Survey Link](image)

### 4.2 Assessment Metadata Survey Dashboard

The survey **Records** Dashboard contains tabs for each section of the survey. The Assessments Metadata Dashboard contains nine tabs (see fig. 4.4).
The tabs are:

**Summary**: Provides a summary of the Assessment Metadata Survey with a link to the **EMAPS Assessment Metadata Survey User Guide** (see fig. 4.4).

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

**Mathematics**: Enter metadata relating to Mathematics assessments for grades 3-8 and Secondary, as reported in EDFacts files FS175 and FS185. (Outlying areas and freely associated states, please see Section 9.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. Enter information for performance levels, proficiency, grade and EOG/EOC (End of Grade/End of Course) for the **Regular Assessments with and without Accommodations** and the **Alternate Assessments based on Alternate Achievement Standards**. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

**Reading/Language Arts**: Enter metadata relating to Reading/Language Arts assessments for grades 3-8 and Secondary, as reported in EDFacts files FS178 and FS188. (Outlying areas and freely associated states, please see Section 9.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. Enter information for performance levels, proficiency, grade and EOG/EOC (End of Grade/End of Course) for the **Regular Assessments with and without Accommodations** and the **Alternate Assessments based on Alternate
**Achievement Standards.** Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

**Science:** Enter metadata relating to Science assessments for grade spans 3-5, 6-9, and Secondary, as reported in EDFacts files FS179 and FS189. (Outlying areas and freely associated states, please see Section 9.0 for clarification of the requirements.) This form will be prepopulated from last year’s responses for the state. Enter information for performance levels, proficiency, grade and EOG/EOC (End of Grade/End of Course) for the *Regular Assessments with and without Accommodations* and the *Alternate Assessments based on Alternate Achievement Standards*. Answers to the questions regarding academic assessment, achievement standards, and content standards are required, and additional questions may appear depending on the selections made.

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

**State Reports:** Review the HTML reports for each Assessment Metadata Survey submitted by the state for each year the survey has been in EMAPS.

**News:** This tab is not used at this time.

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

### 4.3 Assessments – General

In the *General* tab, answers will be pre-populated 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, select the *Update General* button to indicate whether the state permits *significant medical emergency as an exemption from the state assessment for all students* and if the state is *exempting eighth-grade students who take the high school mathematics course associated with the end-of-course assessment from the mathematics assessment typically administrated in eighth-grade* (see fig. 4.5). The answer for the *significant medical emergency* question must align with the data submitted in all assessment participation files: FS185, FS188, and FS189.
NOTE! Asterisks next to or below the questions indicate responses are required.
After the responses are entered and the **Save as Draft** button is selected, the responses entered will display beneath each question and will be view-only. To update the responses, click on the **Update General** button again.

When the **Update General** button is selected again, the information previously entered on the **General** tab is not updated until the **Save as Draft** button has been selected. The editable screen is open, and can be found on the **Related Actions** tab until the **Save as Draft** button has been selected. If the **Update General** button was selected in error and additional updates are not needed, select the **General** tab again and the system will display the page as view-only.

**NOTE!** Outlying areas and freely associated states should review section 9.0 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 9.0 for clarification of requirements.)

Each subject is collected in its own **Assessment** tab. The layout within each of the Assessments tabs – **Mathematics**, **Reading / Language Arts**, and **Science** – are similar. This section will highlight navigational features for each of these tabs. Subsections will provide specific details regarding each assessment type.

The **Assessment** tabs contain the following components:

- **Links**: These are at the top of the page and allow navigation between grade spans (see fig. 4.7 and 4.8).
NOTE! All links in each tab must be reviewed, and responses to each question with an asterisk must be provided.

- **Regular Assessments with and without Accommodations:** This table appears for each grade span and assessment type. The responses are pre-populated from 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. 4.9).
• **Changes to academic assessments, achievement standards, and content standards:** After the *Regular Assessments with and without Accommodations* table for each grade span, the following questions must be answered:
  o 1. A. Did the state change its academic assessment?
  o 1. C. Is the state planning to make changes to its assessment within the next three years?
  o 2. A. Did the state make changes to achievement standards?
  o 2. C. Is the state planning to make changes to its assessment within the next three years?
  o 3. A. Did the state make changes to content standards?
  o 3. C. Is the state planning to make changes to its assessment within the next three years?
  o Note: The responses to these questions will not be pre-populated. Select either **Yes** or **No** using the radio buttons. If **Yes** is selected for any of these questions, an additional question will be displayed and will be required (see fig. 4.10). For more information about responding to this question, please see Section 4.4.1.2 *Completing the Change Questions*. 

![Assessments - Mathematics](image-url)
• **Alternate Assessments based on Alternate Achievement Standards**: This table appears below the questions for each grade span. The responses are pre-populated from last year’s survey. Review this table and make updates if necessary (see fig. 4.11). Additional instructions about the requirements of these sections will be provided in this user guide.

<table>
<thead>
<tr>
<th>Assessment Name</th>
<th># of Performance Levels</th>
<th>At or Above Proficiency</th>
<th>Grade</th>
<th>EOG/EOC</th>
<th>EOG/EOC Comment</th>
</tr>
</thead>
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<td>4</td>
<td>2</td>
<td>3</td>
<td>End of Course</td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>End of Course</td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment</td>
<td>4</td>
<td>2</td>
<td>5</td>
<td>End of Course</td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>End of Course</td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment</td>
<td>4</td>
<td>2</td>
<td>7</td>
<td>End of Course</td>
<td></td>
</tr>
<tr>
<td>Alternate Assessment</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>End of Course</td>
<td></td>
</tr>
</tbody>
</table>

Figure 4.11 – Alternate Assessments based on Alternate Achievement Standards table
NOTE! *Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards* are no longer collected.

- **Changes to academic assessments, achievement standards, and content standards:** After the *Alternate Assessments based on Alternate Achievement Standards* table for each grade span, the following questions must be answered:
  - 1. A. Did the state change its academic assessment?
  - 1. C. Is the state planning to make changes to its assessment within the next three years?
  - 2. A. Did the state make changes to achievement standards?
  - 2. C. Is the state planning to make changes to its assessment within the next three years?
  - 3. A. Did the state make changes to content standards?
  - 3. C. Is the state planning to make changes to its assessment within the next three years?
  - Note: The responses to these questions will not be pre-populated. Select either *Yes* or *No* using the radio buttons. If *Yes* is selected for any of these questions, an additional question will be displayed and will be required. For more information about responding to this question, please see Section 4.4.1.2 *Completing the Change Questions*.

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

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

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

The first table in each grade span page, *Regular Assessments with and without Accommodations*, requires the following information for each grade (see fig. 4.12 for an example of this section):
• **Assessment Name**
  • Enter the name of the assessment administered by the state.
    ▪ Please 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*.

• **# of Performance Levels**
  • Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  • 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.
Figure 4.12 – Regular Assessments with and without Accommodations

4.4.1.2 Completing the Change Questions
After confirming or editing responses for each grade in the Regular Assessments with and without Accommodations and the Alternate Assessments based on Alternate Achievement Standards tables, the following questions must be answered:

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

The responses to these questions will not be pre-populated. Select either Yes or No using the radio buttons. If Yes is selected for any of these questions, an additional question will be displayed and will be required. (see fig. 4.13)

- If Yes is selected for questions 1.A., 2.A., or 3.A., the following required question will appear:
  - If so, did the change affect comparability?
- If Yes is selected for questions 1.C., 2.C., or 3.C., the following required question will appear:
  - If so, in what year?
    - Choose the appropriate school year from the drop-down list.
4.4.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards

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

NEW THIS YEAR! Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards are no longer collected.

NOTE! The responses to the Change questions below the table are not pre-populated. These questions must be answered.
In the tab for **Mathematics**, the link labeled **3-8** requires responses for each grade listed.

The table **Alternate Assessments based on Alternate Achievement Standards** requires the following information for each grade (see fig. 4.14):

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

- **# of Performance Levels**
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - 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.

![Alternate Assessments based on Alternate Achievement Standards Table](image)

**Figure 4.14 – Alternate Assessments based on Alternate Achievement Standards table**
After confirming or editing responses for each assessment type and for each grade, follow the instructions in section 4.4.1.2 to respond to the Change questions below the table.

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

In the tab for Mathematics, the link labeled Secondary requires responses for at least one grade. Add rows to add grades/grade levels as necessary by using the Add Assessment link beneath the table. To remove a row, click the corresponding red X on the right-hand side of the row (see fig. 4.15).

The Regular Assessments with and without Accommodations table requires the following information for each grade (see fig. 4.15):

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

- # of Performance Levels
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - 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). Indicate each grade level for which 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.

- EOG/EOC [End of Grade/End of Course]
• The default value for this field is *End of Grade*.
• Select *End of Grade, End of Course, or Other*.

**EOG/EOC Comment**
• If *Other* is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if *Other* is selected in this field and no comment is provided.
• There is a 4000-character limit for this field.

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

An error message will appear if *numerical grade levels* and *HS* are selected for the *Regular Assessments with and without Accommodations* (see fig. 4.16). 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 *Change* questions below the table.

### 4.4.1.5 Secondary Grades Alternate Assessments based on Alternate Achievement Standards

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

**NEW THIS YEAR!** *Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards* are no longer collected.

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

In the tab for *Mathematics*, the link labeled *Secondary* requires responses for at least one grade level. (see fig. 4.17):

<table>
<thead>
<tr>
<th><strong>Assessment Name</strong></th>
<th>Enter the name of the assessment administered by the state.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please ensure the information provided is specific enough for ED to understand which assessment was administered. Examples of helpful assessment names are <em>ACT Aspire Grade 5 Math</em>, <em>Dynamic Learning Maps (DLM) alternate assessment</em>, or <em>Smarter Balanced</em>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># of Performance Levels</strong></th>
<th>Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At least three performance levels must be selected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>At or Above Proficiency</strong></th>
<th>Enter the lowest level at which a student is considered proficient.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Grade</strong></th>
<th>Indicate the grade or grade level of the assessment type (e.g., <em>Grade 10</em> or <em>HS</em>). Each grade level for which the assessment is administered must be indicated.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>EOG/EOC [End of Grade/End of Course]</strong></th>
<th>The default value for this field is <em>End of Grade</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select <em>End of Grade, End of Course</em>, or <em>Other</em>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EOG/EOC Comment (optional)</strong></th>
<th></th>
</tr>
</thead>
</table>
- If **Other** is selected in the EOG/EOC field, a comment explaining the type of assessment is required. An error will be triggered if **Other** is selected in this field and no comment is provided.
- There is a 4000-character limit for this field.

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

![Figure 4.17 – Secondary Grades Alternate Assessments based on Alternate Achievement Standards](image)

For Secondary Assessments, add rows as necessary by clicking **Add Assessment** beneath the table (see fig. 4.18). To remove a row, click the corresponding red X on the right-hand side of that row.

![Figure 4.18 – Adding and Removing Assessment Rows](image)

An error message will appear if **numerical grade levels** and **HS** are selected (see fig. 4.19). The form cannot be saved until this error is corrected.

![Figure 4.19 – Grade Level and HS Error](image)

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the **Change** question.
4.4.1.6 Saving the tab Mathematics
At the bottom of each grade span link under the Change questions in the Alternate Assessments based on Alternate Achievement Standards section, there is a button to Save as Draft (see fig. 4.20). This button saves metadata entered on each grade span link in the form and will close the assessment form and show the survey dashboard.

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

If errors are present in this form, a red warning message will appear at the bottom of the form, and columns will be highlighted in red (see fig. 4.21).

The data for the assessment cannot be saved until errors are corrected. Please review and fix any errors to save the data. An error occurred in this example because the School Year was not chosen from the drop-down list in question 3.D. 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 Action completed successfully.

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, see section 5.0: Verify and Submit.

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

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

In the tab for Reading / Language Arts, the grade span link labeled 3-8 requires responses for each grade listed. The requirements for the grade span link 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 grade, follow the instructions in section 4.4.1.2 to respond to the Change questions.
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.

NEW THIS YEAR! Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards are no longer collected.

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

In the form for Reading / Language Arts, the grade span link labeled 3-8 require responses for each grade listed. The requirements for the grade span link for grades 3-8 and for the table Alternate Assessments based on Alternate Achievement Standards match the requirements for section 4.4.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards. Please see this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the Change questions.

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

In the tab for Reading / Language Arts, the link 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 grade, follow the instructions in section 4.4.1.2 to respond to the Change questions.

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

NEW THIS YEAR! Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards are no longer collected.
NOTE! The responses to the Change questions below the table are not pre-populated. These questions must be answered.

In the form for Reading / Language Arts, the tab labeled Secondary requires responses for at least one grade level. The requirements for the tab for secondary grades and for the tab Alternate Assessments based on Alternate Achievement Standards match the requirements for section 4.4.1.5 Secondary Grades Alternate Assessments based on Alternate Achievement Standards. Please see this section for specific instructions.

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the Change questions.

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

4.4.3 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 Change questions below the table are not pre-populated. These questions must be answered.

In the tab for Science, the link labeled 3-5 requires responses for at least one grade level.

The first table in this tab, Regular Assessments with and without Accommodations, requires the following information for each grade (see fig. 4.22):

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

- # of Performance Levels
  - Enter the total number of possible performance levels for the given assessment. Select up to 6 performance levels.
  - 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 Science tab, add rows using the **Add Assessment** link to add additional grades.

![Assessments - Science](image)

**Figure 4.22 – Science - Regular Assessments with and without Accommodations**

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the **Change** questions.

### 4.4.3.2 Grades 3-5 Alternate Assessments based on Alternate Achievement Standards

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

**NEW THIS YEAR!** Alternate Assessments based on Grade-Level and Alternate Assessments based on Modified Achievement Standards are no longer collected.

**NOTE!** The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.
In the tab for **Science**, the link labeled **3-5** requires metadata for at least one grade level. The remaining requirements for adding assessments to the tab **Science** and the grade span link for grades 3-5 for the table **Alternate Assessments based on Alternate Achievement Standards** match the requirements in section **4.4.1.3 Grades 3-8 Alternate Assessments based on Alternate Achievement Standards**. Please see this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section **4.4.1.2** to respond to the **Change** questions.

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

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

**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 tab **Science**, the grade span link 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 **Change** questions.

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

In the tab for **Science**, the grade span link labeled **6-9** requires responses for at least one grade level.
**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 grade span link for grades 6-9 and for the table **Alternate Assessments based on Alternate Achievement Standards** match the requirements for section 4.4.1.3 **Grades 3-8 Alternate Assessments based on Alternate Achievement Standards**. Please see this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the **Change** questions.

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 **Change** questions below the table are not pre-populated. These questions must be answered.

In the tab for **Science**, the link 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 grade, follow the instructions in section 4.4.1.2 to respond to the **Change** questions.

4.4.3.6 **Secondary Grades Alternate Assessments based on Alternate Achievement Standards**

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

**NEW THIS YEAR!** **Alternate Assessments based on Grade-Level** and **Alternate Assessments based on Modified Achievement Standards** are no longer collected.

**NOTE!** The responses to the **Change** questions below the table are not pre-populated. These questions must be answered.
In the tab for **Science**, the link labeled **Secondary** requires responses for at least one grade level.

**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 link for secondary grades and for the table **Alternate Assessments based on Alternate Achievement Standards** match the requirements for section 4.4.1.5 **Secondary Grades Alternate Assessments based on Alternate Achievement Standards**. Please see this section for complete instructions.

After confirming or editing responses for each grade, follow the instructions in section 4.4.1.2 to respond to the **Change** questions.

**4.4.3.7 Saving the Science Tab**

The instructions for saving the **Science** tab match the requirements for **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 **Mathematics** and **Reading / Language Arts** forms.
- If both a grade value of **HS** and a **grade level value** are selected in the **Secondary** link in the **Regular Assessments with and without Accommodations** section.
- If a grade value of **HS** and a **grade level value** are selected in the **Secondary** link in the **Alternate Assessments based on Alternate Achievement Standards** section.

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

Once all data entry sections have been completed, select the **Verify and Submit** tab on the Dashboard.

Review the data for completeness and accuracy (see fig. 5.1).

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

**NOTE!** An error will fire for any assessment and grade level if the **Change** questions below the tables have not been answered.
After all errors are cleared, click on the **Verify and Submit** tab to review the survey responses and warning messages that appear. Warnings will appear for any assessment with less than 3 proficiency levels (see fig. 5.2).

![Assessments - Mathematics](image)

*Figure 5.2 – Verify and Submit tab - Warnings*

If warnings appear or revisions are necessary, navigate back to the corresponding **Assessment** tab to correct the survey responses. If necessary, the survey can be submitted with warnings.

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 in the box indicated (see fig. 5.3). This step must be completed in order to submit the survey to the database.

![Certification](image)

*Figure 5.3 – EDFACTS Coordinator Certification*

Once all tabs are saved with no errors, and the data have been verified, click the **Verify Data** button on the **Verify and Submit** tab (see fig. 5.4).
Select the **Submit** button to submit the Assessment Metadata Survey to the database.

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

Once the data are submitted, the **Submission Confirmation E-mail** will be sent to the State Assessment Director, EDFacts Coordinator, and IDEA Part B Data Manager. This e-mail will have the HTML report generated for the submission attached.

**Data will not be available for ED use or in the HTML report until the Verify Data button is selected.**
6.0 DATA REVIEW (REPORTS)

In order to review an HTML report of data in the survey, click on the State Reports link (see fig. 6.1).

This link will contain a folder with the Assessment metadata completed by the state each year the survey has been on EMAPS.

A report will be created each time the Submit button is selected. Review the dates for the reports to ensure that the most recent report available is reviewed (see fig. 6.2).
7.0 RELATED ACTIONS

Once the Update button has been selected on a tab, and the Save as Draft button has not been selected, a link to the corresponding tab will display in the Related Actions tab (see fig. 7.1).

![Related Actions Tab](image)

Figure 7.1 – Related Actions Tab

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

**NOTE!** If the Save as Draft button has been selected, and the link to the corresponding Assessment tab is selected from the Related Actions tab, the Assessment tab will be re-opened and editable.
8.0 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.
9.0 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 the *Alternate Assessment based on Alternate Achievement Standards*. They should, however, report metadata for all the statewide assessments that are applicable to their entity, as reported in FS175, FS178, FS185, and FS188.

On the *General* tab, the outlying areas and freely associated states will be required to submit a data note indicating whether the entity is required to implement ESEA (see fig. 9.1). This will be pre-populated with last year’s data note.

![Figure 9.1 – ESEA Implementation Box](image)

If the data note is not entered, an error message will appear (see fig. 9.2). The survey cannot be submitted to the database until a data note is entered in this section.

![Figure 9.2 – ESEA Implementation Box Error](image)

At the Secondary level, outlying areas and freely associated states are required to provide information for Mathematics and Reading/Language arts for a minimum of one grade for *Regular Assessment with and without Accommodations* and a minimum of one grade for the *Alternate Assessment based on Alternate Achievement Standards*. They should, however, report metadata for all the statewide assessments that are applicable to their entity, as reported in FS175, FS178, FS185, and FS188. All
secondary data submitted by the outlying areas and freely associated states must be designated as HS.

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

**NOTE!** Science data is not required for the outlying areas and freely associated states; they will not have a Science tab 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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