1. Access ARMS through EDS: https://eds.ospi.k12.wa.us/
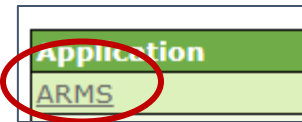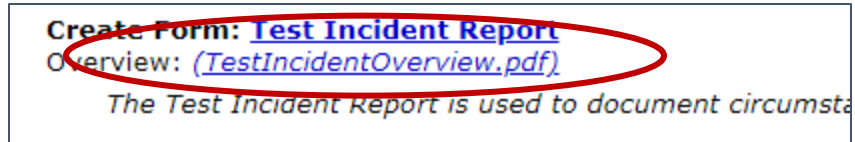   a. Available to Principals and Assistant Principals

2. Select ARMS from list of available Applications

3. If creating a new form, select from the list of available forms

> Create Form: **Test Incident Report**
> Overview: *(TestIncidentOverview.pdf)*
> The Test Incident Report is used to document circumsta...

Assessment Reporting Management System

Test Incident Report

> Ensure all required information fields are filled out.
> Enter SSID and click **Add Student**
> Add any TA/SC information if involved in the incident

Return to Forms

Application ID: 10497
District: Everett School District
School: * Cascade High School

Notes
-All fields that are requir...
-Attachments are not re...

School Year: 2018-19
Test Window: * Spring
Assessment: * Smarter Balanced
Content: * ☑ ELA CAT ☐ Math CAT ☐ Math PT ☑ ELA PT
Test Eligibility: * ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☑ 10 ☐ 11 ☐ 12

Students or Other Individuals
(Individuals are saved as they are added. You will not lose these entries if you fail to click save or submit below)

Student

Enter either SSID or First Name, Last Name, and Grade.
Student SSID:
Student First Name:
Student Last Name:
Student Grade Level: --Select--
Add Student

Load Excel (.xlsx) file with column headers SSID, First Name, Last Name, and Grade Level. Enter SSID or First Name, Last Name, and Grade. **Download Header File**
File: Choose File No file chosen   Upload Student List

Adult

Complete this section when the testing incident included adult misconduct.
Role: -Select Role-
Adult First Name:
Adult Last Name:
Add Other

> Select the best option from the drop-down boxes that describes the incident
> Fill out the 'Detailed Description of Situation' box with as many details as possible (class, TA, time of incident, etc)
> Once complete, you must select 'Submit for Signatures' button *(Admins will need to leave the form and return to sign off so it is sent onto DC)*
> If not complete select 'Save & Continue Working' if you need to return to form at a later time

Incident Initiated By?

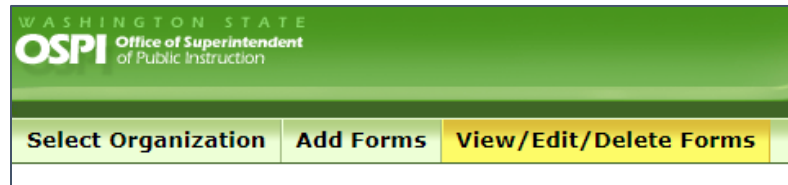|	
Adult Misconduct:	-Select-
Schedule:	-Select-
Student Misconduct:	-Select-
Technology/System Issue:	-Select-
Test Materials:	-Select-
Test Opportunity:	-Select-
Misc:	-Select-

Detailed Description of Situation and Local Action Taken: *

4. If going into ARMS to review, edit, or submit an already created form you will select the 'View/Edit/Delete Forms' tab at the top of the screen.

5. To Edit form, select 'Edit' button from the left. You can also Delete the form if it is not needed, duplicated, etc.

View	Edit	Delete	Application ID	School	Form
View	Edit	Delete	10497	Cascade High School	Test Incident Report

6. Once the form is complete and you have clicked the 'Submit for Signatures' button, you must go back into ARMS to ensure the status of your form states 'Waiting for DC approval' NOT 'Waiting for Signature'. If it says 'Waiting for Signature' you will need to sign the form again.

Administration	Assessment	Status	Date Created	Date Submitted	Last Updated
		Saved (Not Submitted)	2/19/2019		2/19/2019