

Step 1:

Access ARMS through EDS: <https://eds.ospi.k12.wa.us/> or through Managed Bookmarks, **OSPI – EDS**. Log in > select the **My Applications** tab > Select **ARMS** from the list.

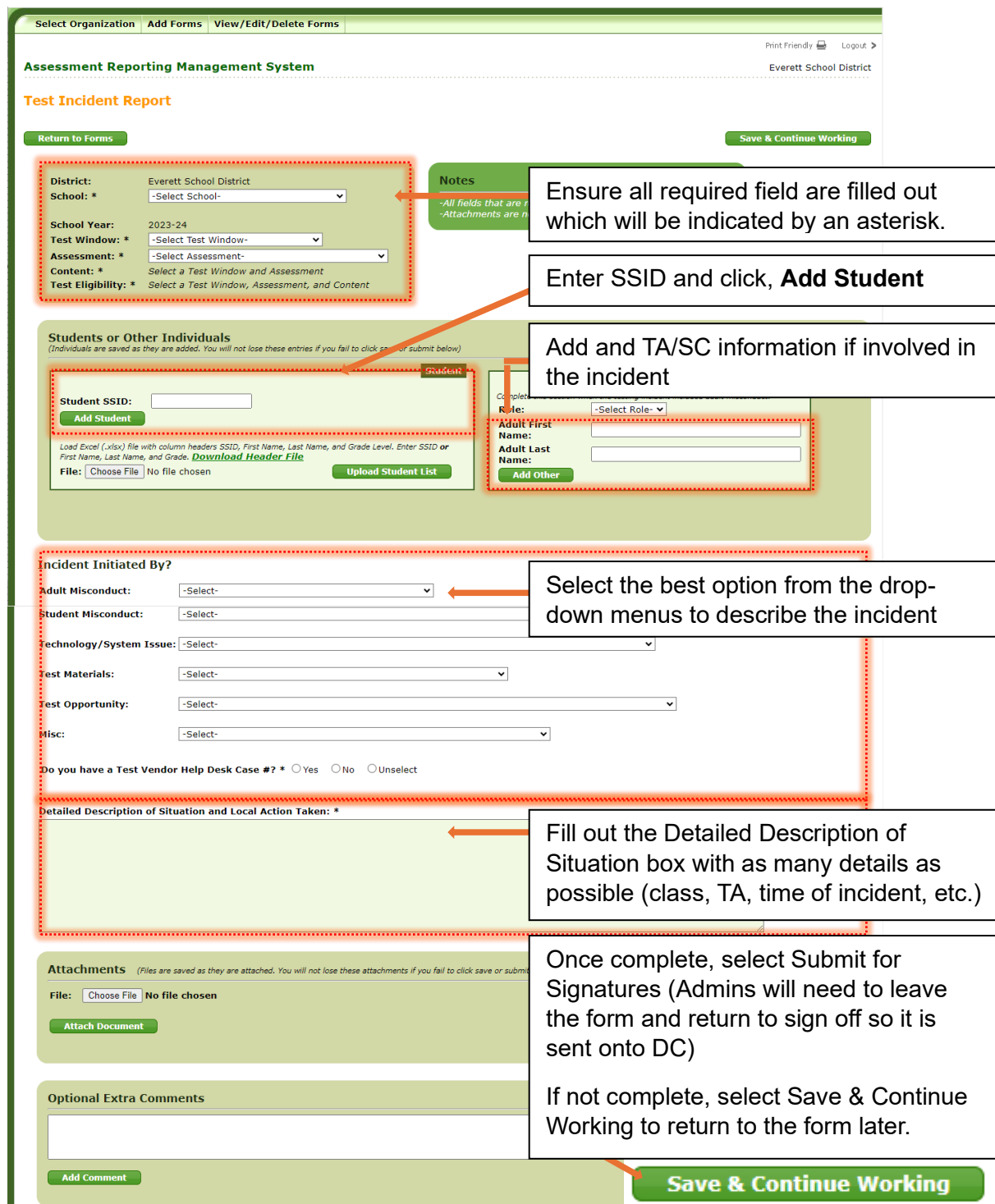
Step 2:

Select **Create Form: Test Incident Report**, from the list

Create Form: Test Incident Report
Overview: ([TestIncidentOverview.pdf](#))

The Test Incident Report is used to document a

Step 3:



The screenshot shows the 'Test Incident Report' form in the ARMS system. The form is divided into several sections, each with specific fields and instructions:

- Form Header:** Includes tabs for 'Select Organization', 'Add Forms', and 'View/Edit/Delete Forms'. It also has a 'Print Friendly' link and a 'Logout' button. The user is logged in as 'Everett School District'.
- Test Incident Report Section:** Contains a 'Return to Forms' button and a 'Save & Continue Working' button.
- Form Fields:**
 - District:** Everett School District
 - School:** -Select School-
 - School Year:** 2023-24
 - Test Window:** -Select Test Window-
 - Assessment:** -Select Assessment-
 - Content:** Select a Test Window and Assessment
 - Test Eligibility:** Select a Test Window, Assessment, and Content
- Notes:** A section for adding notes, with a warning: '-All fields that are required will be indicated by an asterisk. -Attachments are not allowed in this section.'
- Students or Other Individuals:** A section for adding students or other individuals. It includes a 'Student SSID' field, an 'Add Student' button, and a 'Download Header File' link. There is also a section for 'Adult First Name', 'Adult Last Name', and 'Add Other'.
- Incident Initiated By:** A section for selecting the incident initiator. It includes dropdown menus for 'Adult Misconduct', 'Student Misconduct', 'Technology/System Issue', 'Test Materials', 'Test Opportunity', and 'Misc'. There is also a checkbox for 'Do you have a Test Vendor Help Desk Case #? *' with options 'Yes', 'No', and 'Unselect'.
- Detailed Description of Situation and Local Action Taken:** A large text area for providing a detailed description of the incident and the actions taken.
- Attachments:** A section for attaching files. It includes a 'File' field, a 'Choose File' button, and an 'Attach Document' button.
- Optional Extra Comments:** A section for providing additional comments. It includes a text area and an 'Add Comment' button.

Annotations on the form provide additional guidance:

- Ensure all required field are filled out which will be indicated by an asterisk.
- Enter SSID and click, **Add Student**
- Add and TA/SC information if involved in the incident
- Select the best option from the drop-down menus to describe the incident
- Fill out the Detailed Description of Situation box with as many details as possible (class, TA, time of incident, etc.)
- Once complete, select Submit for Signatures (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 to return to the form later.

The form concludes with a large green button labeled **Save & Continue Working**.

Step 4:

Once the form is complete, click **Submit for Signatures**.

Step 5:

Select the **View/Edit/Delete Forms** tab to Manage Forms.

Your form Status will indicate if your form is:

- Saved (Not Submitted)
- Waiting for Signatures

Ensure that the status of the form you submitted indicates '**Waiting for Signatures**'

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

eds
Home

Select Organization
Add Forms
View/Edit/Delete Forms

Print Friendly
Logout

Assessment Reporting Management System

Everett School District

School Year: 2023-24
School: -All Schools-
Form: -All Forms-
Test Window: -All Test Windows-
Assessment: -All Assessments-
Status: -All Statuses-
Application Id:

Search
Refresh
Export

View	Edit	Delete	Application ID	School	Form	Administration	Assessment	Status	Date Created	Date Submitted	Last Updated
View	Edit	Delete	39406	Eisenhower Middle School	Test Incident Report	Spring	Smarter Balanced	Status Saved (Not Submitted) Waiting for Signatures	2/14/2024		2/14/2024