



Incidents for M-STEP, MI-Access, WIDA ACCESS, and Early Literacy and Mathematics (K-2) must be submitted on the Incident Report page of the OEAA Secure Site. Schools should follow the instructions in the manuals for incidents with the ACT WorkKeys, PSAT, and SAT.

A few examples of situations requiring an incident report are:

- Requesting a new test (online or paper/pencil)
- Reporting a student who is resuming testing (paper/pencil only)
- Reporting test irregularities and misadministrations
- Marking a test “DO Not Score” (paper/pencil only)
- Marking a test “Prohibitive Behavior”
- Marking a test “Nonstandard Accommodation”
- See the Test Administration Manuals for more situations when to submit an incident report

A chart with the available incident categories and subcategories is at the end of this document.

Users with the ability to modify data in the OEAA Secure Site can submit an incident report. Users with view only access can view but not submit or modify an incident report. To submit an incident report:

1. Log in to the [Secure Site](#) at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Student Assessments menu at the top, select *Incident Reports*.
3. Even if creating a new incident report, you must first do a search. Select the test cycle that the incident occurred in from the *Test Cycle* drop down menu.
 - a. At this point you can click the *Search* button at the bottom right and it will bring up all incident reports that have been submitted for the school and/or district you have access to, depending on your level of access. This includes if you have access to multiple districts.
 - b. This will also bring up the *Create Incident Report* button at the bottom right to submit a new incident report.
4. To refine your search
 - a. You can select the ISD, District, and School from the drop downs.
 - b. If searching for an incident that has already been submitted and involved a specific student, you can type in the student’s name in the *Student Last Name*, *Student First Name* and/or *Student UIC* field.
5. After completing the Search Criteria fields, click the *Search button* at the bottom right.
6. If there have been incidents already reported, they will display under the Search Results.
 - a. To view a submitted report that has already been submitted, click on the *View Report* link under the first column to the left.

- The submitted incident report can only be updated if the status is “Additional Information Requested” and it can only be updated by the user that submitted the Incident Report.
- The report can be viewed by any user with add/modify or view access to the school.
 - Staff unethical reports can only be viewed by the person that submitted the report. See the Important Note at the bottom of this document.
- Check the Status column to ensure all reports have been Submitted. If a report was saved but not submitted to OEAA, the status will be Saved (Not Submitted).

7. To create a new incident report, click the *Create Incident Report* button at the bottom right.

Search Criteria

* Indicates required field

* **Test Cycle**

Spring 2018 WIDA WIDA

ISD: Select an ISD

District: Select a District

School: Select a School

Student Last Name:

Student First Name:

Student UIC:

Search Reset

Search Results

VIEW/UPDATE	REPORT ID	ISD	DISTRICT	SCHOOL	GRADE	INCIDENT CATEGORY	INCIDENT SUBCATEGORY	STATUS	CREATED BY	SUBMITTED DATE
View Report	3550	Eaton RESA (23000)	Grand Ledge Public Schools (23060)	C.W. Neff Early Childhood and Kindergarten Center (00323)	00	Building emergency	Building Emergency	Submitted		01/16/2018 01:18 PM
View Report	3540	Eaton RESA (23000)	Grand Ledge Public Schools (23060)	Delta Center Elementary School (00695)	03	Prohibited behavior	Electronics/social media	Submitted		01/16/2018 12:00 PM
View Report	3545	Eaton RESA (23000)	Grand Ledge Public Schools (23060)	Grand Ledge High School (01457)	12	Building emergency	Building Emergency	Saved (Not Submitted)		
View Report	3543	Eaton RESA (23000)	Grand Ledge Public Schools (23060)	Leon W. Hayes Middle School (05818)	07	Misadministration	Wrong test ticket used	Submitted		01/16/2018 12:04 PM

Page size: 50 4 items in 1 pages

Create Incident Report Download Print

8. On the Incident Report Details screen:

- a. The Requestor name, Requestor Phone, Requestor Email will automatically fill in based on your MEIS login information. If this information is NOT correct, it can be updated in your [MEIS account](https://mdoe.state.mi.us/meis/Login.aspx) at <https://mdoe.state.mi.us/meis/Login.aspx> by logging in with your MEIS login and password and updating your profile.
- b. The Contact Title, Contact Name, Contact Phone and Contact Email will be populated after selecting the ISD, District and School from the drop downs.
- c. This information comes from the [Educational Entity Master](http://www.michigan.gov/eem) (EEM) at www.michigan.gov/eem. The contact name is:
 - The district M-STEP Coordinator, MI-Access Coordinator, English Learner Assessment Coordinator (for WIDA ACCESS for ELLs), Interim Assessment Coordinator (Early Literacy and Mathematics Assessment) listed in the EEM depending on the Test Cycle selected.
 - If there is not an assessment coordinator listed in the EEM for the selected assessment, then it will be the District Assessment Coordinator.
 - If there is no District Assessment coordinator listed in the EEM, then it will be the District Lead Admin in the EEM, usually but not always, the superintendent.
 - If coordinator information needs to be entered or changed in the EEM, contact your district authorized EEM user and ask them to update it. This is usually, but not always, the district pupil accounting person. You can locate who it is and

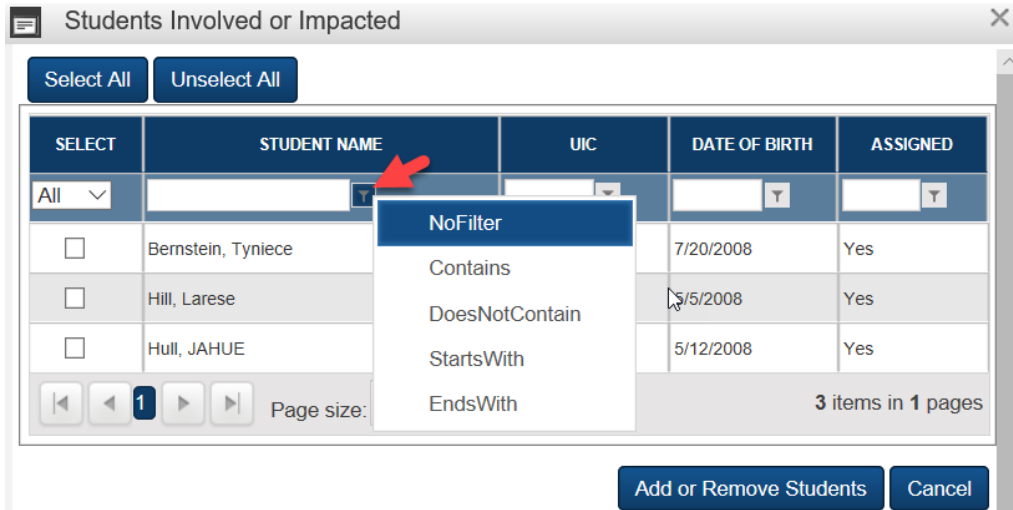
their contact information on the District and Schools Contact page of the OEAA Secure Site.

- d. Entering a CC Email is optional. The email entered will receive a notice of the incident that has been created and notifications when the status of the incident report has changed.

The screenshot shows a web form titled "Request Details". At the top left, there is a note: "* Indicates required field". The form is organized into two rows of four input fields each. The first row contains: "Requestor Name" (with a blue question mark icon), "Requestor Phone" (with a blue question mark icon), "Requestor Email" (with a blue question mark icon), and "CC Email". The second row contains: "Contact Title" (with a blue question mark icon), "Contact Name" (with a blue question mark icon), "Contact Phone" (with a blue question mark icon), and "Contact Email" (with a blue question mark icon). Each input field is a simple rectangular box.

9. Select the ISD, District and School where the incident occurred. Depending on your access, these may already be populated for you.
10. Select the grade from the Grade drop down of the student(s) affected by the incident. If there was more than one grade affected, a separate incident report for each grade will be required.
11. Select the content area affected by the incident from the Content Area drop down. If there was more than one content area affected, a separate incident report for each content area will be required.
12. Select the testing mode of the content area affected by the incident, whether it is a *Paper/Pencil* test or an *Online* test.
13. The Incident Category drop down will display choices based on the selection of paper/pencil or online, select the most appropriate category. Select the most appropriate description from the Incident Subcategory drop down. There is an "Other" option, please use it sparingly when there is no other description available.
14. Select the most appropriate description from the Incident Subcategory from the dropdown.
15. Enter or use the calendar next to the Date and Appropriate Time Incident Occurred box. The date needs to be mm/dd/yyyy and time needs to be hh:mm AM/PM.
16. In the Students Involved or Impacted section, answer the question "Were specific Students involved in or impacted by the incident?" by selecting *Yes* or *No*. Yes or No may already be selected based on the Incident category and Subcategory selected.
 - a. If a student's test was impacted by the incident, whether a new test is needed or not, then you need to select Yes.
 - b. If Yes is selected, click on the *Add or Remove Students* button.
 - c. A list of students pre-identified to test will display. Select the student(s) from the list by placing a check in the check box in the first column to the left of the student name. You can select more than one.
 - If students are selected and you wish to remove them, you can deselect the student by clicking on the check box to remove the check.

- d. Use the filters at the top of each column to quickly find the student(s). For example, in the student name, type in the last name or partial last name and click the filter icon and select starts with.



- e. Once all students have been selected or deselected, click on the *Add or Remove Students* button at the bottom right of the “Select Students Involved or Impacted” box.
- f. The students selected will now display in the *Students Involved or Impacted* section of the Incident Report.

STUDENT NAME	UIC	DATE OF BIRTH	ASSIGNED	MDE ACTION REQUEST					
				NO MDE ACTION	MARK AS MISADMINISTERED	MARK AS PROHIBITED BEHAVIOR	MARK AS NONSTANDARD ACCOMMODATION	MARK AS DO NOT SCORE	ORDER EMERGENCY MATERIALS
				All Students involved or impacted	All Students involved or impacted	All Students involved or impacted	All Students involved or impacted	All Students involved or impacted	All Students involved or impacted
Andersen, William Franck	3558258349	05/15/2008	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Antolovich, I-Ning	0907713215	05/22/2008	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bassett, Hardy	0638468393	03/16/2007	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Students Involved or Impacted: 3

17. Under the MDE Action Request columns, go through each student and select which one applies. The choices are:
- No MDE Action
 - Mark as Misadministered
 - Mark as Prohibited Behavior
 - Mark as Nonstandard Accommodation
 - Mark as Do not Score
 - Order Emergency Materials
18. In the *Incident Description* text box, provide the details of the incident that is being reported. Don't forget to include, if applicable:
- a. List of staff involved by and name and their role in the assessment
 - b. Description of the indent
 - c. Whether security of any test item or secure material was potentially compromised

19. Documents can be attached to further explain or support the incident being reported by clicking on the *Select* button at the bottom left of the screen. The document must be a .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf. Submitting additional documents is optional.
20. Once you have reviewed and completed the incident report, you can click one of two buttons:
 - a. The *Save* button at the bottom right to save the report but not submit to the state. **IMPORTANT:** By clicking the *Save* button, this will allow you to come back to the incident report and add additional information or make changes before it is reviewed by the state. This will not submit it to the state.
 - b. The *Save and Submit* button at the bottom right to submit the incident to the state. Once submitted, the incident report can no longer be updated unless the reviewer changes the status to Additional Info Requested.
21. Once the Incident Report is submitted to the state, the person submitting the incident, the contact person listed on the screen and the cc email address (if entered), will receive emails that the incident as been submitted. These same individuals will receive an email when the status of the incident changes.
 - a.
 - b. If additional information is required by the reviewer, the status will be changed to *Additional Info Needed* and an email will be sent to the Requestor, Contact and CC email (if entered).
 - The requestor and only the requestor can add additional information in the Additional Information Comment text box, attach documents or selecting additional students from the Select Students Involved in Incident box. No other fields can be changed or updated. Don't forget to click the *Submit* button at the bottom right to submit the additional information.
22. The Incident Report can be printed by using the *Print* button at the bottom right of the screen.



23. To go back and review an incident, or access one that was created but not submitted, use instructions 1 – 6 above.

IMPORTANT NOTES:

- When selecting “Staff unethical” as an incident category (new for 2019):
 - The Contact Email will NOT receive an email notification
 - The CC Email, if entered, will receive an email notification but will NOT be able to see the incident report in the OEAA Secure Site. Details will not be provided in the email.
 - Only the person submitting the incident report and state users at OEAA will be able to see the incident report.

- When a user is disabled on the OEAA Secure Site, that user will no longer receive updates related to the incident report.

Incident Category and Subcategories

M-STEP, MI-ACCESS, WIDA ACCESS for EIs, WIDA Alternate ACCESS for ELs, and Early Literacy and Mathematics Benchmark Assessments

Assessment	Incident Category	Subcategory	Testing Mode
WIDA	Student not administered W-APT before testing	<ul style="list-style-type: none"> • Student not administered W-APT before testing 	P/P, ON
WIDA, M-STEP	Mixed testing modes	<ul style="list-style-type: none"> • Mixed testing modes 	P/P, ON
WIDA, M-STEP, FI, ELMBA	Accommodation/designated support issue	<ul style="list-style-type: none"> • Designated support/required accommodation no provided • Nonstandard designated support/accommodation provided 	P/P, ON
WIDA, M-STEP, SI, P, FI, ELMBA	Test not completed	<ul style="list-style-type: none"> • Test submitted prior to completion 	ON
WIDA, M-STEP, SI, P, FI, ELMBA	Misadministration	<ul style="list-style-type: none"> • Wrong test administered • Part missed or not administered • Wrong test ticket used (ON) • Wrong answer doc used (P/P) • Other (students not required) 	P/P, ON
WIDA, M-STEP, SI, P, FI, ELMBA	Prohibited behavior	<ul style="list-style-type: none"> • Electronics/social media • Other (students required) 	P/P, ON
WIDA, M-STEP, *SI, *P, FI	Materials	<ul style="list-style-type: none"> • Answer document transcription required/suggested 	P/P

Assessment	Incident Category	Subcategory	Testing Mode
		<ul style="list-style-type: none"> Damaged, defective, or lost 	
WIDA, M-STEP, SI, P, FI, ELMBA	Building emergency	<ul style="list-style-type: none"> Building emergency 	P/P, ON
WIDA, M-STEP, FI, ELMBA	Technical problems with online testing	<ul style="list-style-type: none"> Repeated disconnections INSIGHT freezing, crashing, or not advancing TSM error Item functionality Hardware failure WIDA speaking domain technical problems Other (students not required) 	ON
SI, P	Technical – Online Score Entry	<ul style="list-style-type: none"> Technical-Online Score Entry 	ON
WIDA, M-STEP, SI, P, FI, ELMBA	Other	<ul style="list-style-type: none"> Other (students not required) 	P/P, ON
WIDA, M-STEP, SI, P, FI, ELMBA	Staff unethical	<ul style="list-style-type: none"> Staff unethical 	P/P, ON

P – MI-ACCESS Participation

SI – MI-ACCESS Supported Independence

FI – MI-ACCESS Functional Independence

ELMBA – Early Literacy and Mathematics Benchmark Assessments (K-2)

ON - Online

P/P – Paper/Pencil

*Even though P and SI are administered by the teachers using paper/pencil, because the answers are entered online, they are considered an online test.