

## Submitting an Incident Report

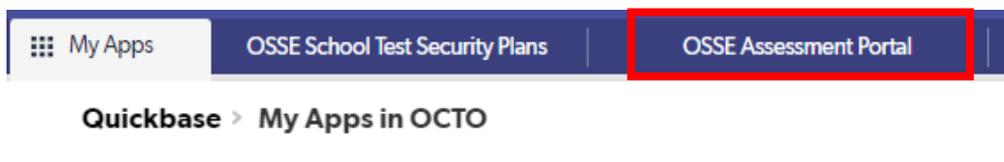
This step-by-step guidance shows local education agency (LEA) Test Coordinators and Nonpublic Coordinators how to make an **Incident Report** in the [OSSE Assessment Portal](#). Starting in 2024, Incident Reports will no longer be submitted to the OSSE Support Tool. If you have questions during the submission of the Incident Report, please contact [OSSE.TestIntegrity@dc.gov](mailto:OSSE.TestIntegrity@dc.gov).

1. Log in to the [OSSE Assessment Portal](#) in Quickbase using your LEA or nonpublic credentials.

Email address or username

Password

Sign In



2. Under “My Test Security Plans – LEA,” locate the approved test plan for the impacted school and assessment, and select “Add Incident.”

My Test Security Plans - LEA

School - LEA Name	School - LEA ID	School Name	ACCESS for ELLs	WIDA Alternate ACCESS	MSAA	DLM	DC CAPE	Status	Test Plan year	Add Incident
OSSE Preparatory Academy	1111	OSSE Preparatory Academy	✓					OSSE Approved	2023-2024	Add Incident

3. Complete each question, adding details where requested and/or possible.

Role of Person Reporting  
Select one

Type of Irregularity  
Select one

Please explain the details of the incident (what happened, how it happened, who was involved, where and when did it happen.)

Date of Incident  
MM-DD-YYYY

Approximate Time of Incident  
HH:MM A

Assessment  
Select one or more

After selecting the assessment for the Incident Report, complete all assessment-specific questions. Add details where requested and/or possible. Finally, indicate what action you are requesting from OSSE in response to the incident.

4. **First**, select the checkbox that says “Submit” at the bottom of the report. **Then**, select “Save” in the upper right corner to send your Incident Report to OSSE.

OSSE will review the Incident Report and provide a response. You will receive a notification from Quickbase when OSSE responds. If you have not received an initial response from OSSE within 48 business hours, please email [OSSE.TestIntegrity@dc.gov](mailto:OSSE.TestIntegrity@dc.gov).

5. If OSSE marks an incident report “Action/Information Required,” select the pencil in the upper right corner to access OSSE’s feedback and add information as needed. Once you have completed the additional information, select “Information Provided to OSSE” to return the Incident Report to OSSE.

Information Provided to OSSE

To view incident reports and see responses from OSSE, follow the link provided in the notification emails from Quickbase from [notify@quickbase.com](mailto:notify@quickbase.com), or select the eye next to the Incident Report.

My Incident Reports

School Test Security Plan	School Name	Assessment	Requestor	Incident Status
School Test Security Plan	OSSE Preparatory Academy	ACCESS for ELLs   WIDA Alternate ACCESS for ELLs	rohini.ramnath@gmail.com	Submitted
School Test Security Plan	OSSE Preparatory Academy	WIDA Alternate ACCESS for ELLs	rohini.ramnath@gmail.com	Resolved

### OSSE Incident Report Statuses

<b>Assigned</b>	Incident report is assigned to a member of the OSSE Assessment Team to review and respond.
<b>Action/Information Required</b>	OSSE requires additional information from the LEA or school to resolve the incident report.
<b>Investigating</b>	OSSE is gathering additional information to resolve the incident report.
<b>Information Provided to OSSE</b>	LEAs or Schools have provided requested information to OSSE.
<b>Resolved</b>	The Incident Report is resolved. No further action is taken. Please ensure the Incident Report is printed and filed appropriately in the Test Security File.
<b>Unresolved/ No Response from User</b>	The Incident Report is unresolved due to lack of response. If additional assistance is needed, a new incident report should be created.