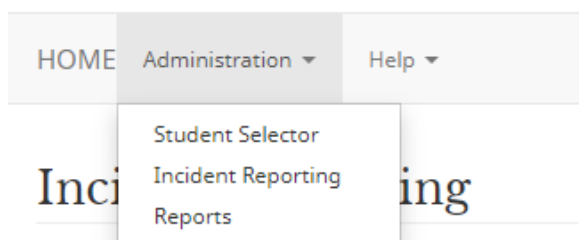


Submitting an Incident Report (Test Coordinators only)

Log into **ADEConnect** (see the [Handbook](#) for detailed instructions for logging in).

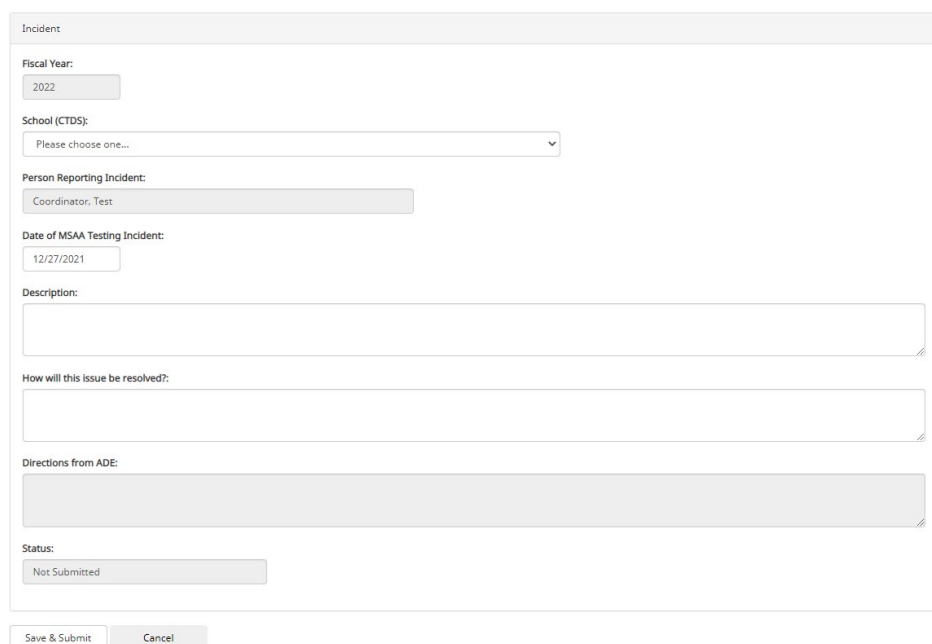
1. Click “Exceptional Student Services Portal” under the district entity.
2. Click “Alternate Assessment”.
3. Under the “Administration” tab click “Incident Reporting”.



4. Click “Add Incident”.

[Add Incident](#)

5. Fill out the fields. For the description, please be detailed. The box for how to resolve the issue will be your request for what is needed. Please do not take additional actions to resolve the issue until after you receive a response from ADE.

A screenshot of the 'Incident' form in ADEConnect. The form is titled 'Incident' and contains several fields: 'Fiscal Year' (2022), 'School (CTDS)' (Please choose one...), 'Person Reporting Incident' (Coordinator, Test), 'Date of MSA Testing Incident' (12/27/2021), 'Description' (empty text area), 'How will this issue be resolved?' (empty text area), 'Directions from ADE' (empty text area), and 'Status' (Not Submitted). At the bottom of the form are two buttons: 'Save & Submit' and 'Cancel'.

6. Click “Save and Submit”.
7. Wait for ADE response for further instructions. Test coordinators will receive an e-mail when a response has been submitted.