

2016–17 Security and Test Administration Incident Reporting System (STAIRS)

Accessibility Issue – All (RESET)
A student accessibility support or accommodation required by an individualized education program (IEP) or Section 504 plan or translation support (stacked or glossary) was set incorrectly and needs to be changed.
Accidental Summative Access – SB Only (RESET or RE-OPEN)
The summative assessment was administered unintentionally, instead of the interim or practice test.
Administration Error – All (None)
Related instructional materials were left on the walls in the testing room.
There was a failure to ensure administration and supervision of the assessment(s) by qualified, trained personnel or incorrect instructions were given that were not corrected prior to testing.
A test administrator, test examiner, or coordinator shared his or her username/password (via e-mail or otherwise), including to other authorized users.
Disruption or Technical Issue – Not CAA* (RE-OPEN / GRACE PERIOD EXTENSION)
There were disruptions to a test session, such as a technical difficulty, fire drill, schoolwide power outage, earthquake, or other act beyond the control of the test administrator.
Exposing Secure Materials – All (INVALIDATE if student is the source)
An adult or student posted items or test materials on social media (e.g., Twitter, Facebook).
An adult or student copied, discussed, or retained test items or testing materials, including scratch paper.
Secure test materials were shared with the media (such as the writing prompts, test items, or reading passages) or media were allowed to observe a secure test administration.
An adult or student improperly removed secure testing materials from the testing environment.
Incorrect Statewide Student Identifier (SSID) – All (RESET or SWAP)
A test administrator or test examiner provided a student access to another student’s work/responses (accidental SSID swap).

Cheating/Accessing Unauthorized Devices – not CAA* (INVALIDATE)
Student(s) cheated or provided answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
Student(s) accessed or used unauthorized electronic equipment (e.g., cell phones, PDAs, iPods, electronic translators) during the student’s individual testing event. Includes accessing the Internet or any unauthorized software or applications.
Student Disruption – All (None)
Student(s) made distracting gestures/sounds or talked during the test session, creating a disruption in the test session for other students.
Student(s) left the test room without authorization.
Test Expiration – Not CAA* (RE-OPEN)
A student accidentally submitted a test prior to completion or started a test and was unable to complete the test before it expired.
Validity Issue – not CAA Science (INVALIDATE)
A student deliberately did not attempt to respond appropriately to items.
A test administrator, test examiner, or teacher coached a student or provided unfair or inappropriate assistance.
A test administrator or test examiner provided students with nonallowable materials or devices or nonprescribed accommodation (i.e., not in the student’s IEP or Section 504 plan) during test administration.
A test administrator allowed anyone other than the student to log on to the test (unless prescribed as an allowable accommodation in the student’s IEP or the student was taking the CAAs).
A test administrator, test examiner, or coordinator modified student responses or records at any time.
Special Case – All (RESET)
A student was administered the general assessment instead of the alternate assessment.
A student was administered the alternate assessment instead of the general assessment.

* Mathematics, English Language Arts/Literacy, and Science