

### Accessibility Issue—All (RESET)

- A designated support or accommodation required by the student’s individualized education program (IEP) or Section 504 plan was set incorrectly and needs to be changed.
- A translation designated support (stacked or glossary) for a student without an IEP or Section 504 plan was set incorrectly and needs to be changed.

### Accidental Summative Access—Smarter Balanced Only (RESET or RE-OPEN )

- The summative assessment was administered unintentionally, instead of the interim or practice test.

**Note:** This does not apply to students who are 12-month English learners exempt from taking the English language arts/literacy assessment (NEL) or students with Parent/Guardian Exemptions (PGE) who were administered the assessment accidentally; do not make a report in STAIRS for either of those cases.

### 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.
- 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 California Alternate Assessment (CAA) (RE-OPEN / GRACE PERIOD EXTENSION)

- There was a disruption 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

- An adult or student posted items or test materials on social media (e.g., Twitter, Facebook).

**(INVALIDATE if a student is the source.)**

**Note:** This does not include student logon information.

- An adult or student copied, discussed, or removed test items or testing materials.

- The student retained his or her scratch paper and had it during subsequent testing.  
**(INVALIDATE if scratch paper is retained and the student returns to the same test in a subsequent session.)**
- 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.

### **Incorrect Statewide Student Identifier (SSID)—All (RESET or SWAP)**

- A test administrator or test examiner accidentally provided a student access to another student's work/responses (accidental SSID swap).

### **Cheating/Accessing Unauthorized Devices—not CAA (INVALIDATE)**

- A student cheated or provided answers to other students, including passing notes, giving help to other students during testing, or using a hand-held electronic device to exchange information.
- A student 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.

**Note:** If a student used an electronic device after testing is completed during a session, it is **not** necessary to report the incident. However, if the student was actively engaged in a testing session or the student completed testing but the LEA can verify that the device was being used to help another student(s) who is engaged in a test session, then an invalidation is required.

### **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 or Accidental Submission—Not CAA (RE-OPEN)**

- A student accidentally submitted the performance task prior to completion.
- A student started a test and was unable to complete it before the availability of the test expired.

### **Validity Issue—not CAA (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 a nonprescribed accommodation (i.e., one not in the student’s IEP or Section 504 plan) during test administration.
- A test administrator intentionally 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 CAA).
- A test administrator, test examiner, or coordinator modified student responses or records at any time.

### **Incorrect Assessment—All (RESET)**

- A student was administered the general assessment instead of the alternate assessment.
- A student was administered an assessment for the wrong assessed grade level or with the wrong Special Education designation listed in TOMS.