Security Test Administration and Incident Reporting System/Appeals Process

The online STAIRS/Appeals function in TOMS must be used to report a test security incident or other testing issue that interferes with the administration and completion of the summative assessments. The STAIRS/Appeals process is the means by which LEA coordinators and test site coordinators report and resolve testing incidents. The issue is resolved by filing an Appeal to reset, restore, reopen, or grant a grace period extension to a student’s test domain.

CAASPP/ELPAC Security or Administration Incident Occurs

The test site coordinator or LEA coordinator takes corrective action and reports the incident using the online STAIRS/Appeals process in TOMS.

Is further action required?

Is the incident a breach of security?

Coordinator files the appeal as a step during the STAIRS/Appeals process in TOMS.

The LEA coordinator retains the STAIRS response email for his or her records.

LEA staff alerts CalTAC for social media breaches and the CDE for all other breaches, via phone.

Is the student the source of the breach?

No

No

No