
Introduction

CALIFORNIA
Assessment of Student Performance and Progress

CAASPP Security Incidents and Appeals Procedure Guide

2016-17 Administration

Smarter Balanced for English Language Arts/
Literacy and Mathematics Summative Assessments
California Alternate Assessments for English
Language Arts/Literacy, Mathematics, and
Science
California Science Test



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



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Security Incidents and Appeals Procedure Guide Content

What’s New for Reporting Incidents and Filing Appeals in 2016–17

Feature	Change
Security and Test Administration Incident Reporting System (STAIRS)	
STAIRS selection	“Other” is no longer a selectable option in STAIRS. Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators reporting an incident type not covered by the standard testing issues on the CAASPP STAIRS form must contact the California Technical Assistance Center (CalTAC) (via e-mail at caltac@ets.org or by phone at 800-955-2954) for guidance. CAASPP test site coordinators should contact their LEA CAASPP coordinator for assistance.
Communication	STAIRS uses a new, integrated messaging system. A link to the messaging Web page is included in STAIRS response e-mails.
Reporting for paper-pencil tests	Incidents associated with the Smarter Balanced paper-pencil tests and the Standards-based Tests in Spanish must be reported directly to the California Department of Education (CDE) at 916-445-8765.
Appeals	
Breach	Misplacing or losing student logon information is a breach of a student’s personally identifiable information that should be addressed at the local level. It is no longer considered a test administration breach so does not have to be reported in STAIRS.
Restore	LEA CAASPP coordinators must contact CalTAC to make a request to restore a test that has been reset in error. This type of appeal request can be made only by a CalTAC representative.



Intended Audience of this Manual



The *CAASPP Security and Test Administration Procedure Guide* provides instructions to LEA CAASPP coordinators and CAASPP test site coordinators who will file reports of testing improprieties, irregularities, and breaches that were encountered during CAASPP test administration. It also addresses what to do after reporting the incident through STAIRS, as, for example, when directed to file an appeal.

Document Conventions

Table 1 lists key symbols and typographical conventions used in this manual.

Table 1. Key symbols and document conventions

Element	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.

Element	Description
	Note: This symbol accompanies additional information that may be of interest.
	Additional Resources: This symbol accompanies a list of a linked Web pages and Web documents that are associated with the section of the manual.
[text]	Bold text in brackets is used to indicate a link or button that is selectable.

Overview of Manual Content

This manual is organized as follows:

- [Security Incidents and Appeals Procedure Guide Content](#) (this section), describes this guide.
- [Chapter 1, Test Security Incident Management](#), describes how and when to report testing improprieties, irregularities, and breaches.
- [Chapter 2, The Security and Test Administration Incident Reporting System \(STAIRS\) Process](#), provides the steps necessary to report a CAASPP test administration incident.
- [Chapter 3, Appeals](#), provides the steps necessary to file an appeal when directed as a result of submitting the CAASPP STAIRS form.
- [Appendix A, Test Security and Incident Chart](#), describes and sorts incident types into “none,” “impropriety,” “irregularity,” and “breach.”
- [Appendix B, Incident Types, Descriptions, and Actions in the California Assessment of Student Performance and Progress \(CAASPP\) Security and Test Administration Reporting System \(STAIRS\) Form](#), contains a table that lists test incidents and possible actions to take after receiving the STAIRS response e-mail.
- [Appendix C, Security and Test Administration Incident Report System Process Flowchart](#), maps the flow of the STAIRS process.
- [Appendix D, Incident Types and Questions on the California Assessment of Student Performance and Progress \(CAASPP\) Security and Test Administration Incident Reporting System \(STAIRS\) Form](#), contains a table that shows the testing incidents that can be selected in the CAASPP STAIRS form as well as the questions that must be answered as a result of a selection.
- [Appendix E, Security and Test Administration Incident Reporting System \(STAIRS\) Applicable Testing Incidents Chart](#), shows a list of the incident descriptions associated with incident types; these issues should be considered before selecting “Other.”
- [Appendix F, Reasons for Appeal Types in the Appeals System](#), lists the reasons for each appeals type that are selectable in the Appeals System or in the batch upload request template.

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