
From: CalTac <CalTAC@info.ets.org>
Sent: Tuesday, April 26, 2016 1:31 PM
To:
Subject: CAASPP--STAIRS Process



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Dear LEA CAASPP Coordinator:

The online *California Assessment of Student Performance and Progress (CAASPP) Security and Test Administration Incident Reporting System (STAIRS)* form, accessed through the Test Operations Management System, is the starting point for local educational agency (LEA) CAASPP and CAASPP test site coordinators to report a test security incident or other testing issue that interferes with the administration and completion of the assessment. **It is also a mandatory first step before an appeal can be filed.**

You can review applicable testing issues on the [Applicable Testing Issues](#) list that is linked on the CAASPP STAIRS Web page at <http://www.caaspp.org/stairs/>. This document is also linked at the top of the “Testing issue” page of the *CAASPP STAIRS* form and appears if you select “Other” as your testing issue, to remind you of the existing options for applicable testing issues.

Questions about the STAIRS process and all other topics relating to the 2015–16 CAASPP administration should be directed to the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
E-mail: caltac@ets.org
Web site: <http://www.caaspp.org/>

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