

# How to Submit a Security Incident

The Security and Test Administration Incident Reporting System (STAIRS) and Appeals process is only used for reporting incidents related to summative assessments. All incidents must be reported within 24 hours. For low-risk incidents, only the web form is required. In the case of a social media breach, the LEA coordinator is required to contact CalTAC immediately.

- 1 Navigate to <http://www.caaspp.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Log into the TOMS system.
- 4 Select the **STAIRS/Appeals** tab on the left side of the screen.
- 5 Select the **New STAIRS** tab.
- 6 Select the organization, date of the testing incident, grade affected, and test name.
- 7 Select the **Next** button.
- i Note the STAIRS ID number associated with the claim.*
- 8 Select the radio button that pertains to the type of the STAIRS incident.
- 9 Select an answer for any follow-up questions that appear at the bottom of the page.
- 10 Select the **Next** button.
- i If the issue does not require an appeal, you will be directed to the STAIRS submission page. If the selected testing issue does require an appeal request, you must identify who was involved by entering the number of students and their SSID number(s).*
- 11 Review the information on the submissions page and select available appealable opportunities.
- 12 Select the **Submit** button to submit the STAIRS case.
- i Local educational agencies can view STAIRS/Appeals status updates under the **Search STAIRS** and **Search Appeals** tabs on the left side of the screen. Cases that are started but not submitted are saved as drafts under the **Search STAIRS** tab.*
- i STAIRS cases can only be withdrawn before they are approved or rejected.*
- i Automated emails are sent when STAIRS cases are processed, withdrawn, or when CalTAC or the California Department of Education have added comments to the case under 'Notes'.*