



Security and Test Administration Incident Reporting System (STAIRS) Applicable Testing Incidents

Accessibility Issue—All (Except Paper) (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.
- The student did not receive a designated support or accommodation as prescribed by the student's IEP or Section 504 plan.
- A designated support for either translation (stacked or glossary) or the streamlined interface 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 or students with a Parent/Guardian exemption (PGE) who were accidentally administered the assessment. Neither of those issues need to be reported in STAIRS.

Administration Error—All (Except Paper) (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 or password (via email or otherwise), including with other authorized users.

Disruption or Technical Issue—All (Except Paper)
(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 or test examiner.

Note: If the test is still in a paused status, having the test administrator open a new testing session may be all that is needed for students to continue testing.

Exposing Secure Materials—All

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

(INVALIDATE if a student is the source.)

Note: This does not include student logon information.

- An adult or student took test materials home or an administrator allowed students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test, or failed to otherwise securely store test materials. The adult or the student copied, discussed, or otherwise retained test items, stimuli, reading passages, writing prompts, or answers for any reason. **(INVALIDATE if a student is the source.)**
- 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 (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 (Except Paper)
(RESET or SWAP)

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

Note: If the issue is identified before the student finishes testing, then the incident is submitted so a reset Appeal can be filed. If the student has finished the test, then the SSIDs are swapped by CalTAC after the *STAIRS/Appeals* web form is submitted.

Cheating or Accessing Unauthorized Devices—All
(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) **during the student’s individual testing event**—includes accessing the internet or any unauthorized software or applications.

STAIRS Applicable Testing Incidents

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

Student Disruption—All (Except Paper)

(None)

- Student(s) made distracting gestures or 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—All (Except Paper)

(RE-OPEN)

- A student accidentally submitted a performance task prior to completion.
- A student did not complete a test before it expired.
- A student started a test unintentionally and was unable to complete it before the test expired.

Note: Provide the indicated information and select the description that best applies to the kind of test expiration or accidental issue that occurred.

Validity Issue—Not CAAs

(INVALIDATE)

- There is a testing session in which a student deliberately did not attempt to respond appropriately to items.
- There was test administrator, test examiner, or teacher coaching or providing any other type of assistance to students that may affect their responses.
- A test administrator or test examiner provided students with nonallowable materials or devices or a nonprescribed accommodation (i.e., not in the student's IEP or Section 504 plan) during test administration.
- A test administrator or test examiner allowed anyone other than a student to log on to the test (unless prescribed as an allowable accommodation in the student's IEP, or the student was taking the CAAs).
- A test administrator, test examiner, or coordinator modified student responses or records at any time.

Note: Reset in cases where the student completed less than 10 computer-adaptive test or 1 performance task questions.

Administered Incorrect Assessment—All (Except Paper) **(RESET)**

- A student was administered a 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.

Data Entry Issue-DEI (Paper-based Test Only) **(RE-OPEN or RESET)**

- While entering information from a student's paper answer booklet into the Data Entry Interface, an error was made and all of the student's responses must be reentered (Reset).
- While entering information from a student's paper answer booklet into the Data Entry Interface, an error was made and selected student responses must be reentered (Re-open).

Restore from Reset—All (Except Paper) **(RESTORE)**

- A test was reset in error, because of a mistakenly submitted Reset Appeal, and needs to be restored.