



2020–21 TEST ADMINISTRATION

CAASPP Data Entry Interface User Guide



California Assessment of
Student Performance and Progress

- ★ **Smarter Balanced for English Language Arts/Literacy and Mathematics Summative Assessments**
- ★ **California Science Test**



2020–21 CAASPP Paper–Pencil Data Entry Interface User Guide

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Acronyms and Initialisms Used in the *CAASPP Data Entry Interface User Guide*

Abbreviation	Term
CAASPP	California Assessment of Student Performance and Progress
CAST	California Science Test
DEI	Data Entry Interface
EAP	Early Assessment Program
ELA	English language arts/literacy
IEP	individualized education program
LEA	local educational agency
STAIRS	Security and Test Administration Incident Reporting System
SSID	Statewide Student Identifier
TOMS	Test Operations Management System

1. Introduction

This guide supports users of the Data Entry Interface (DEI). The DEI is a component of the California Assessment of Student Performance and Progress (CAASPP) test delivery system and is used in conjunction with braille, large-print, and paper–pencil Smarter Balanced Summative Assessments and the California Science Test (CAST). The DEI allows authorized users to enter student assessment data, such as question responses and information about accessibility resources used during testing, for the 2020–21 CAASPP Smarter Balanced English language arts/literacy (ELA) and mathematics assessments for students in grades three through eight and grade eleven; and the CAST for students in grades five and eight and high school who use the braille, large-print, and paper–pencil tests.

Local educational agency (LEA) CAASPP coordinators should work with the LEA’s California Longitudinal Pupil Achievement Data System coordinator or technology coordinator to ensure that student data is correct before paper–pencil testing begins. LEAs should not exit students from the system until all student responses are submitted and any open Appeals have been resolved. If it is found that something entered into the DEI needs correction, an exited student would have to be reenrolled into the tested grade before an Appeal can be requested.

1.1 Use of Paper–Pencil Tests

Students with an individualized education program (IEP) or Section 504 plan that specifies the paper–pencil test in braille, large-print, or as a standard paper–pencil test can receive the paper–pencil test. If there are students in the LEA who have been approved to take the CAASPP Smarter Balanced, CAST, or both Smarter Balanced and CAST paper–pencil tests for the 2020–21 administration, follow the processes in this guide when entering the responses from a student’s answer booklet into the DEI.

DEI entry will be available starting January 12, 2021. LEAs will have access to the DEI after the selected testing window starts. Access ends when the selected testing window ends, so all student responses must be entered prior to the close of the window.

New for 2021, designated supports and accommodations are now captured in the Test Operations Management System (TOMS); the boxes located on the back cover of the answer booklet should not be populated.

Only LEA personnel who have signed a *CAASPP Test Security Affidavit* in TOMS can log on to the DEI. The following user roles can access the DEI:

- LEA CAASPP Coordinator
- Test Site Coordinator
- Test Administrator
- Test Examiner

1.2 When to Enter Data

After the student has completed testing, the test site coordinator, test administrator, or other authorized staff will be responsible for entering the responses from the student(s)' answer booklet into the DEI. The responses should be entered within five days of the student's completing the test.

It is important to note that all responses must be entered for a student before the LEA's selected testing window ends. If a student moves to a different LEA after testing, or exits the testing LEA before the results are entered into the DEI, the original LEA has to reenroll the student and complete the data entry.

2. Entering Responses into the DEI



Resources in This Section:

- *CAASPP and English Language Proficiency Assessments for California (ELPAC) Security Incidents and Appeals Procedure Guide* web page—<https://ca-toms-help.ets.org/stairs/>
- *CAASPP and ELPAC TOMS User Guide, Access, Logons, and Passwords* web page—<https://ca-toms-help.ets.org/toms/access-toms/>
- *CAASPP Online Test Administration Manual, Features of the Student Testing Application* web page—<https://ca-toms-help.ets.org/caaspp-otam/student-testing-application/features/>
- *CAASPP Paper–Pencil Testing Test Administration Manual* web document—<https://www.caaspp.org/rsc/pdfs/CAASPP.sb-cast-ppt-tam.2020-21.pdf>
- DEI web page—<https://www.caaspp.org/dei/>

Refer to the [Features of the Student Testing Application](#) subtopic of the [CAASPP Online Test Administration Manual](#) for more information about using the tools in the DEI.

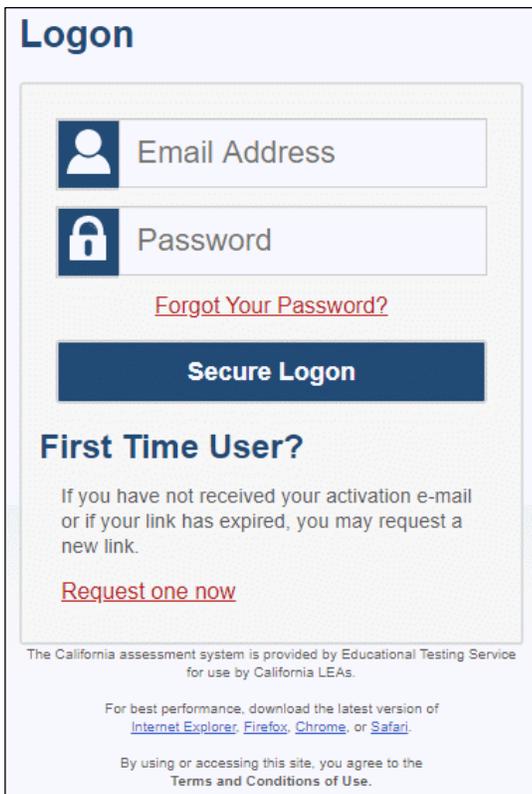
Review the [Access, Logons, and Passwords](#) subtopic of the [CAASPP and ELPAC TOMS User Guide](#) for instructions on gaining access to TOMS and setting and resetting passwords for the California assessment systems.

Administration of the Smarter Balanced Summative Assessments and CAST is described in the [CAASPP Paper–Pencil Testing Test Administration Manual](#).

Entering Responses into the DEI

2.1 Log On to the DEI

1. Access the [DEI website](#).
2. On the user *Logon* screen, enter the user's TOMS username, which is the user's email address and password, and then select the [**Secure Logon**] button (refer to [figure 1](#)).

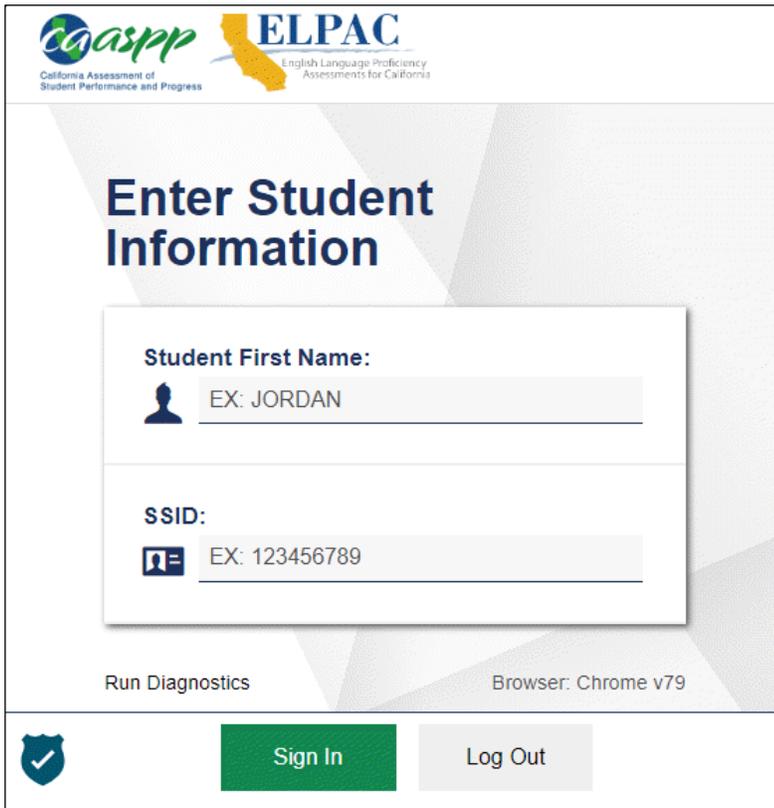


The screenshot shows the 'Logon' interface. At the top, the word 'Logon' is displayed in a large, bold, blue font. Below this, there are two input fields: the first is labeled 'Email Address' with a person icon to its left, and the second is labeled 'Password' with a padlock icon to its left. Below the password field is a red link that says 'Forgot Your Password?'. A large, dark blue button with the text 'Secure Logon' in white is positioned below the input fields. Underneath the button, the heading 'First Time User?' is followed by a paragraph of text: 'If you have not received your activation e-mail or if your link has expired, you may request a new link.' Below this text is another red link: 'Request one now'. At the bottom of the form, there is a small line of text: 'The California assessment system is provided by Educational Testing Service for use by California LEAs.' Below that, it says 'For best performance, download the latest version of Internet Explorer, Firefox, Chrome, or Safari.' and finally, 'By using or accessing this site, you agree to the Terms and Conditions of Use.'

Figure 1. DEI *Logon* screen

2.2 Enter Logon Information for the Student Being Tested

After logging on to the DEI, the *Enter Student Information* screen, shown in [figure 2](#), appears. Enter the logon information for the student being tested.



CAASPP
California Assessment of
Student Performance and Progress

ELPAC
English Language Proficiency
Assessments for California

Enter Student Information

Student First Name:
EX: JORDAN

SSID:
EX: 123456789

Run Diagnostics Browser: Chrome v79

 **Sign In** Log Out

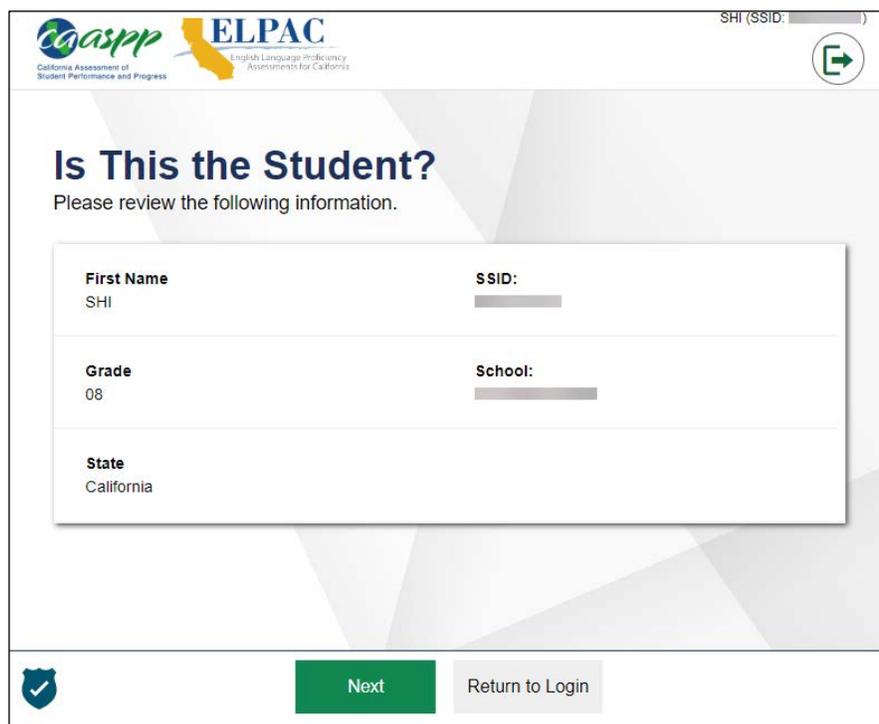
Figure 2. *Enter Student Information* screen

To enter a student's information, complete the following steps:

1. In the *Student First Name* field, enter the student's first name as it exists in TOMS.
2. In the *SSID* field, enter the student's Statewide Student Identifier (SSID).
3. Select **[Sign In]**.

2.3 Verify Student Information

After a student's information has been entered, the *Is This the Student?* screen appears ([figure 3](#)).



SHI (SSID: [redacted])

Is This the Student?
Please review the following information.

First Name SHI	SSID: [redacted]
Grade 08	School: [redacted]
State California	

Next Return to Login

Figure 3. *Is This the Student?* screen

- Review the following information that appears on this screen:
 - First Name
 - SSID
 - Grade
 - School
 - State
- If all of the student's information is correct, select **[Next]**. If any of the information is incorrect, select **[Return to Login]** and **do not proceed with the data entry for this student**. Instead, notify the test site coordinator that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Entering Responses into the DEI

3. Select the test for the student on the *Available Tests* screen, shown in [figure 4](#), which displays the tests available for data entry.

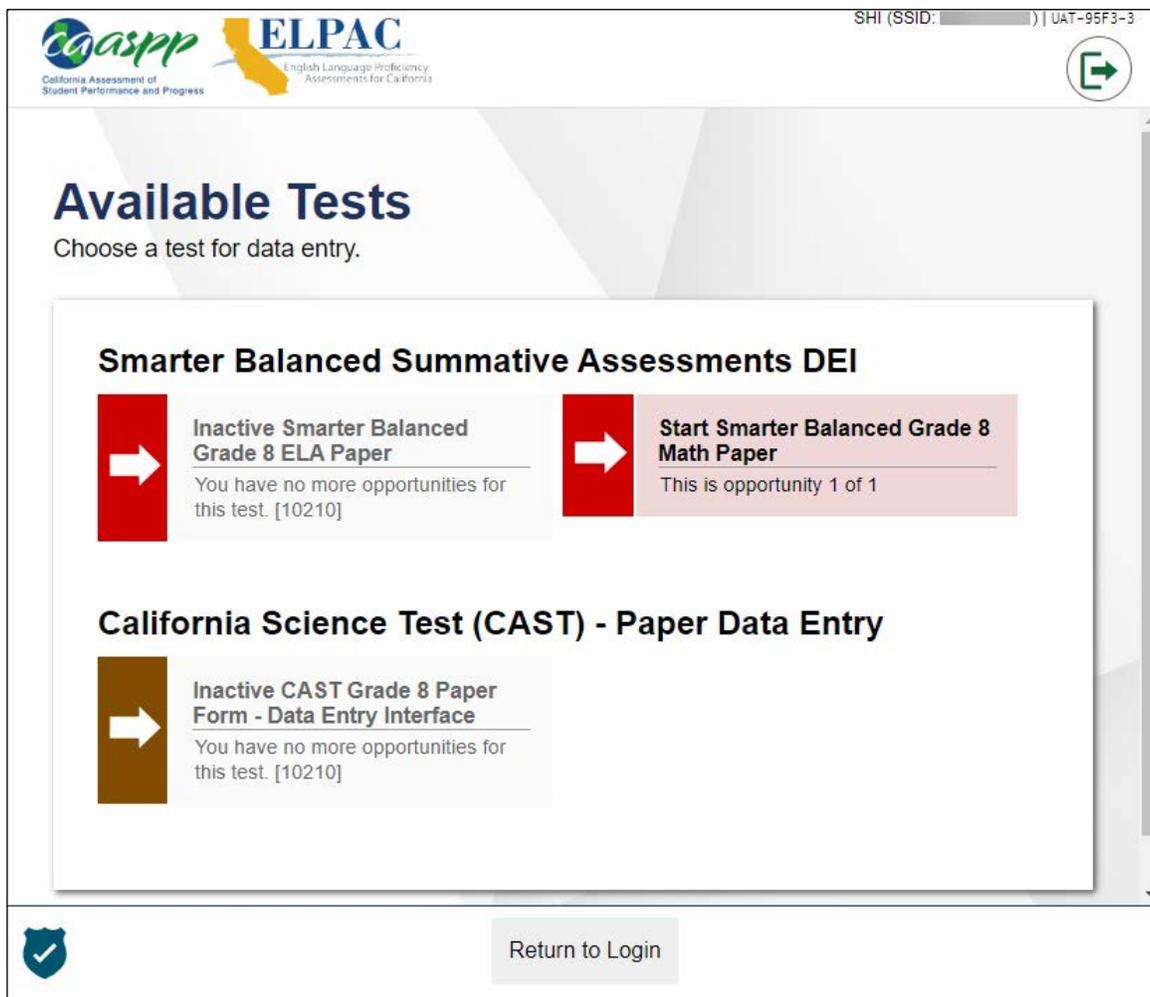


Figure 4. *Available Tests* screen

The *Available Tests* screen ([figure 4](#)) displays the assessments assigned to the student:

- Eligible students—those to whom a paper–pencil test has been assigned—in grades three through eight and grade eleven will have ELA and mathematics assessments available for data entry.
- Eligible students in grades five and eight will also have the CAST available for data entry.
- An eligible student in grade eleven might also have the CAST available for data entry.
- An eligible student in grade ten or twelve will have only the CAST available for data entry.

Entering Responses into the DEI

What follows are the possible assessment statuses that appear before the test name at the top of the button for a content-area assessment:

- “Start” indicates a start to data entry for a test.
- “Resume” indicates a resumption of data entry for a test.
- “Inactive” indicates that student responses have already been entered for a test.



IMPORTANT: If no tests appear for the student, exit by selecting [**Return to Login**] and confirm the student’s test eligibility in TOMS. The list of tests is determined by the grade associated with the student’s record in TOMS.

1. The next screen that appears for the Smarter Balanced assessments, the *Audio/Video Checks* screen ([figure 5](#)), requests verification that sound and video are playing. While neither sound nor video is essential to entering student responses into the DEI for any content area, this check must be made to continue. **This screen is not present when the CAST has been selected for data entry.**

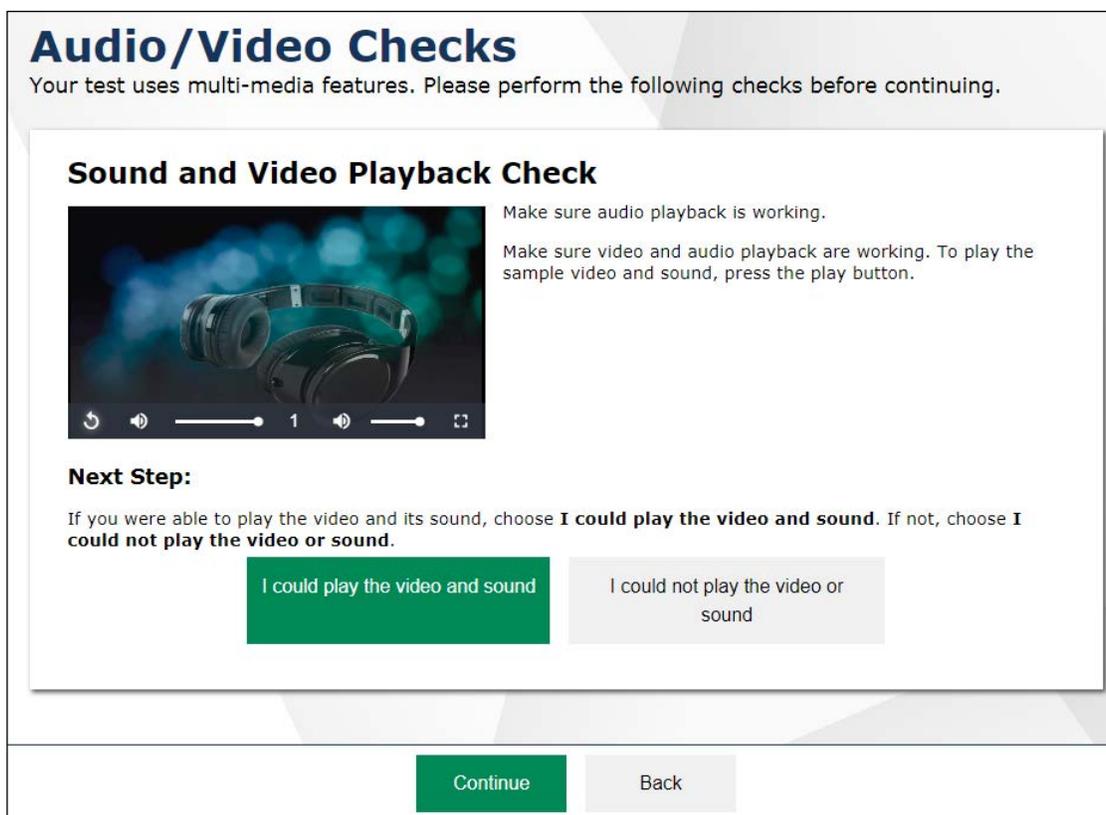


Figure 5. *Audio/Video Checks* screen

Entering Responses into the DEI

2. Select the **[Play]** arrow  icon to play the sound and video and then the **[I could play the video and sound]** button to verify the audio and video. If there is no audio, video, or neither sound nor video, review the [Features of the Student Testing Application](#) subtopic of the [CAASPP Online Test Administration Manual](#) for instructions on troubleshooting problems. Note that when entering responses, it will not be necessary to review either the sound or video.
3. Select **[Continue]** to advance to the next screen or **[Back]** to return to the previous screen.
4. The *Instructions and Help* screen, shown in [figure 6](#), is the same as that used by a student taking assessments online.
 - a. Select the **[View Test Settings]** button to review the student's test settings assigned in TOMS. Note that these cannot be changed in the DEI.
 - b. Select the **[View Help Guide]** button for an overview of DEI buttons and tools. The guide is available on all screens by selecting the **[Help]** question mark **[?]** button in the top-right corner of any screen.

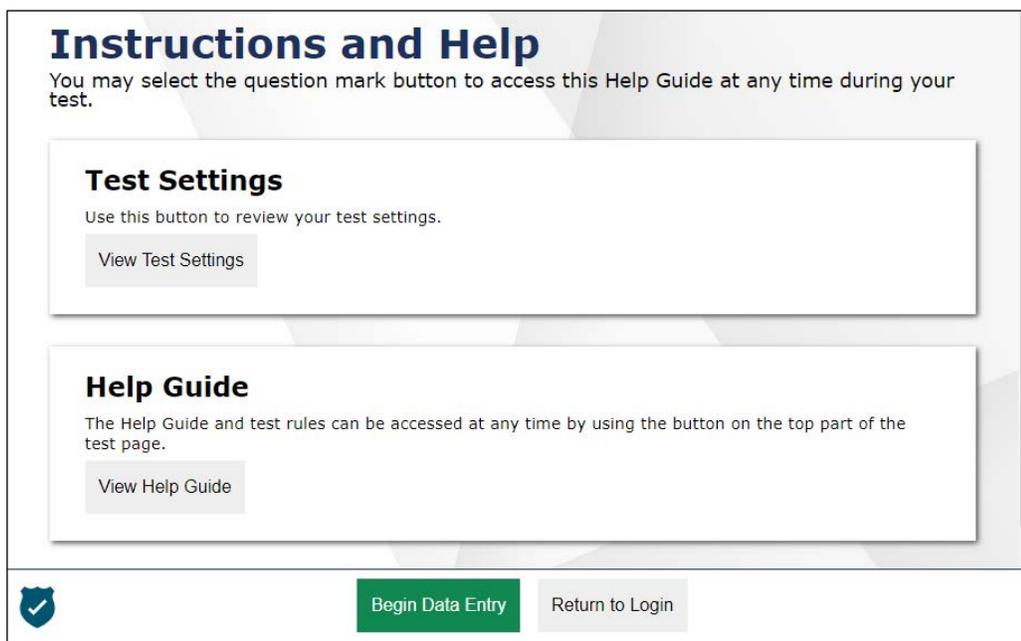


Figure 6. *Instructions and Help* screen

5. Select the **[Begin Data Entry]** button to enter the responses found in the student's answer booklet or select **[Return to Login]** to exit.

2.4 Guidelines for Response Entry

2.4.1 General Test Rules and Navigation

- Responses must be entered and submitted within five days of when the student finished testing.
- All responses must be entered before the end of the LEA's selected testing window.
- Questions are reviewable before submitting the test.
- Selected responses for questions are changeable only if the test has not been submitted for scoring.
- If any of the responses have been skipped, return to those sections where student responses were entered and verify whether the item was intentionally skipped by the student in the answer booklet.
 - If the student forgot or failed to enter a response in the answer booklet, then the response should be left blank in the DEI.
 - If a response was not entered due to user error, enter the missing information from the answer booklet before the test is submitted.
- Data entry may be paused and resumed at a later time, so long as resumption is both within five days of when the student finished testing *and* before the end of the LEA's selected testing window.
- If an item response was skipped unintentionally and the test was mistakenly submitted for scoring, the LEA CAASPP coordinator or CAASPP test site coordinator should file a Security and Test Administration Incident Reporting System (STAIRS) case to reopen the test in the DEI so the responses can be entered. Refer to the [CAASPP and ELPAC Security Incidents and Appeals Procedure Guide](#) for steps on submitting this appeal.

2.4.2 Layout of the Answer Booklet Versus Layout of the DEI

The response options in the DEI may be labeled differently than in the answer booklets. Keep the following guidelines in mind when entering student responses:

- When entering the student's responses, there are questions with multiple-choice, multiple-select response options that are marked by the student in the answer booklet by marking the circles with the letters that correspond to the answer options. These answer options are presented as checkboxes in the DEI. The order of checkboxes corresponds with the letter options from top to bottom, as shown in [table 1](#).

Table 1. Order of Option Entry

Answer Booklet	DEI
A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>
D	<input type="checkbox"/>

- There may also be instances where there are questions with multiple-choice, single-correct responses in the answer booklet where the response selection is A, B, C, or D, but in the DEI, the student's response has to be selected from the body of the on-screen text by dragging the cursor over text, for example.
- A matching item question appears as A, B, C, or D responses in the answer booklet but as checkboxes in the DEI. The options will correspond from top to bottom and left to right to enter the response.
- In Session 3 for ELA or mathematics, the responses in the answer booklet start at number 1, whereas the first number in the DEI for Session 3 continues numbering from the previous section (Session 2).
- Enter **any and all** checkbox selections the student marked in the answer booklet, even if that number is greater or fewer than the number called for in the test question. However, for the CAST, the DEI will allow **only** the number of responses requested in the test question.

2.4.3 Interpreting Constructed Responses

- Constructed-response sections must be entered by the testing user verbatim. **Student responses must not be corrected or otherwise altered.** Only the first 20,000 characters of a response, including spaces, may be entered.
- Enter any and all checkbox selections the student marked in the answer booklet with the exception of some multiple-select answers.

Entering Responses into the DEI

- For multiple-select answers, the DEI system only allows a user to select the number of answers the prompt requests. If a student responded with more than the number of requested responses, have the student review the responses to that question and erase however many responses it takes to get to the number requested by the question.
- Use the text response formatting tools only if such formatting, such as an underline, was included in the student's response.

2.5 Proceed Through the Test

Enter student response data for each required question on a page before proceeding to the next page in the assessment.

2.5.1 Navigating to Questions

Navigate to questions page by page or by jumping directly to a question page.

- To navigate page by page, select the **[Back]** or **[Next]** buttons at the top of the screen. These are indicated in [figure 7](#).



Figure 7. **[Back]** and **[Next]** buttons

- To return to a page with a specific question, select the appropriate question from the *Questions* drop-down list, which is shown in [figure 8](#).

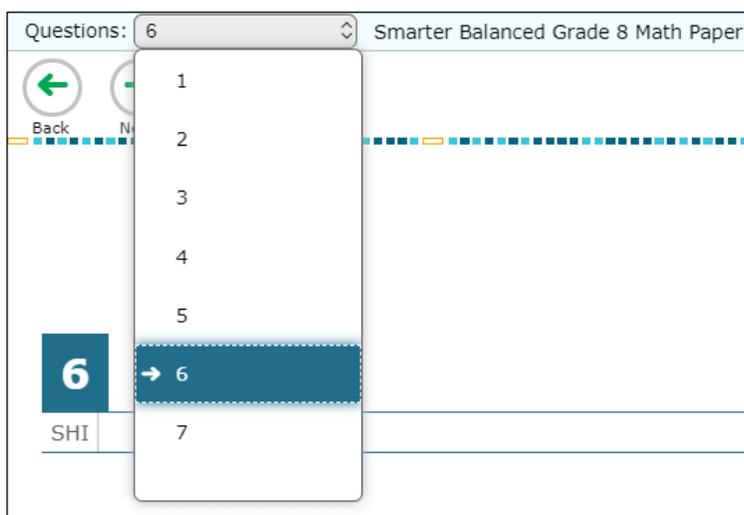


Figure 8. *Question Numbers* drop-down list

Entering Responses into the DEI

- To flag a test question, select *Mark for Review*—the second selection—from the context menu above and to the right of the test question on the screen ([figure 9](#)).

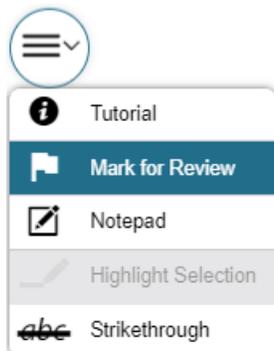


Figure 9. Context menu drop-down list

2.6 End the Test

Step A. End the test.

- When the end of the assessment has been reached, a message box, like the one shown in [figure 10](#), pops up to advise that responses have been entered for all test items.

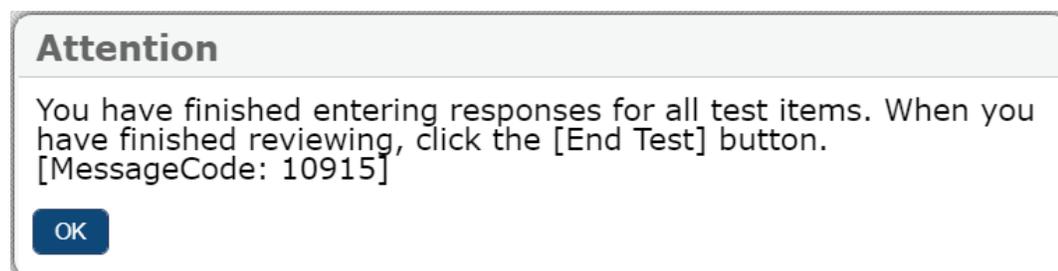


Figure 10. *Attention* message box (finished entering responses)

- Select **[OK]**.
- Review questions by scrolling through the assessment using the **[Back]** and **[Next]** buttons or by selecting a specific question (shown in [figure 7](#) and [figure 8](#)). Otherwise, select the **[End Test]** button that appears at the top of the screen with the other buttons and is indicated in [figure 11](#).



Figure 11. **[End Test]** button

Entering Responses into the DEI

4. After selecting **[End Test]**, a message box ([figure 12](#)) provides the choice of either continuing to work on the test (select **[No]**) or moving on to the *Data Entry Summary* screen (select **[Yes]**). Selecting **[Yes]** means the responses entered cannot be changed.

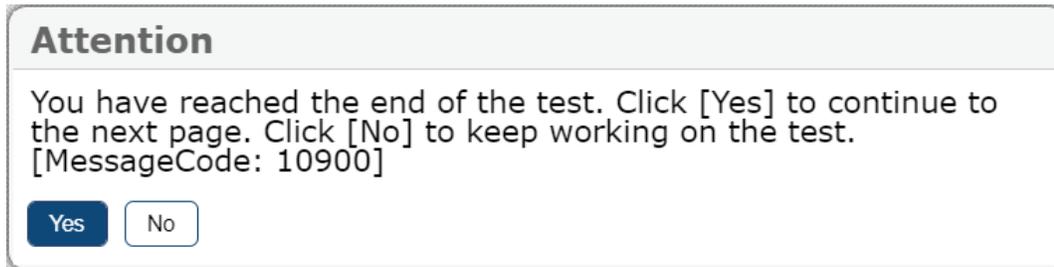


Figure 12. *Attention* message box (reached the end of the test)

Step B. Confirm data entry.

 = You have marked questions. Review these questions before submitting your test.

 = This symbol indicates unanswered items.

1	2	3	4	5
6	7 	8	9	10 
11	12	13	14 	15
16	17	18	19	20
21 	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39  	40
41 				

Next Step:
After reviewing student responses that were entered and selecting any options for EAP reporting made by the student, select [Submit Test] to complete the data entry process.

Submit Test

Figure 13. Top of the *Data Entry Summary* screen

1. The *Data Entry Summary*, shown in [figure 13](#), provides DEI users the final chance to enter or edit the responses entered for a student (if, for example, text in an essay response was not underlined like the student did when the student hand-wrote it).
 - a. Select the number associated with a test question to return to that question to edit the student's work that had been entered.
 - b. Select the number associated with a flagged test question. A flag icon, such as the one in [figure 14](#), appears next to the question number when a question is flagged.



Figure 14. Flagged test question

Entering Responses into the DEI

- c. The triangle next to a question number indicates an unanswered question. Select a question number with the triangle icon to return to that question to assign the missing response. Refer to the response in the student answer booklet to verify that all responses were entered correctly. If the student forgot or failed to enter a response in the answer booklet, then the response should be left blank in the DEI.
2. **If data entry has been completed—that is student-selected options for Early Assessment Program (EAP) reporting (grade eleven ELA and mathematics only) need to be entered—select [Submit Test] to complete the data entry process.** Or, select one of these options:
 - Proceed to [step C](#) to enter the student-selected EAP options for ELA or mathematics for a student in grade eleven.



Alert: After selecting the [**Submit Test**] button, the test is officially completed. The responses and data entered cannot be reviewed.

3. Select [**Yes**] on the message box that appears (“Are you sure you want to submit the test?”) to continue ([figure 15](#)).

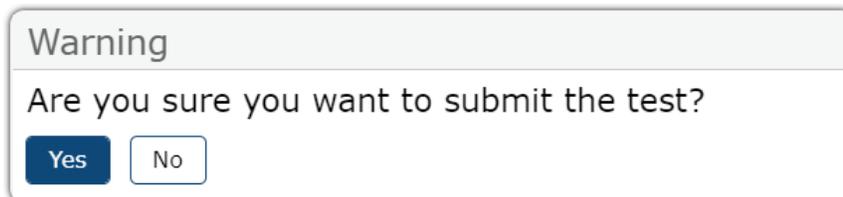


Figure 15. *Warning* message box

Entering Responses into the DEI

- After the test has been submitted, the *Test Submission Record* screen reappears and displays the student’s name, test name, and data entry completion date ([figure 14](#)).

Test Submission Record

The test was submitted. You may view the test details below.

Test Reviewed As: (SSID: ██████████)	Test Name: Smarter Balanced Grade 8 Math Paper
--	--

Test Administration Completed On:
4/4/2020

Click on [Administer Test for Different Student] to administer a test for a different student. Click on [Administer Another Test for This Student] to administer another test for the same student. Click the [Log Out] button if you are finished administering tests.

Next Step:

To continue entering responses by this student for a different test, select [Enter Responses for a Different Test]. To enter responses by another student for this test, select [Enter Responses for a Different Student].

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Log Out

Enter Responses for a Different Test

Enter Responses for a Different Student

Figure 16. *Test Submission Record* screen for a completed assessment

- Select the button at the bottom of the screen corresponding with the next action to be taken:
 - [Log Out]**—Exit the DEI.
 - [Enter Responses for a Different Test]**—Open the *Available Tests* screen ([figure 4](#)) to select another CAASPP content-area assessment for the student and enter the student’s responses.
 - Select **[Yes]** in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.
 - [Enter Responses for a Different Student]**—Return to the *Enter Student Information* screen to start the process over for a new student.

Entering Responses into the DEI

6. If data entry has been completed—that is, no student-selected options for EAP reporting need to be entered—select **[Submit Test]** to complete the data entry process. Otherwise, if the student is in grade eleven, proceed to [step C](#) to enter the student-selected EAP options.



Alert: After selecting the **[Submit Test]** button, the test is officially completed. The responses and data entered cannot be reviewed.

7. Select **[Yes]** on the message box that appears (“Are you sure you want to submit the test?”) to continue ([figure 17](#)).

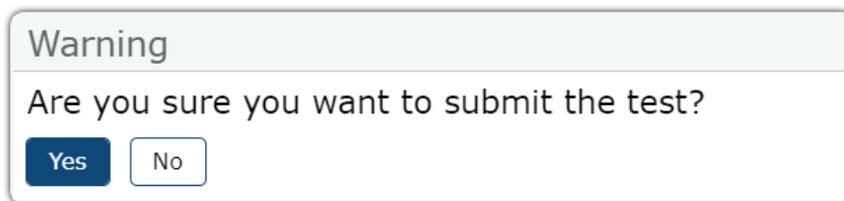


Figure 17. *Warning* message box

Entering Responses into the DEI

8. After the test has been submitted, the *Test Submission Record* screen reappears and displays the student’s name, test name, and data entry completion date ([figure 18](#)).

Test Submission Record

The test was submitted. You may view the test details below.

Test Reviewed As: (SSID: ██████████)	Test Name: Smarter Balanced Grade 8 Math Paper
--	--

Test Administration Completed On:
4/4/2020

Click on [Administer Test for Different Student] to administer a test for a different student. Click on [Administer Another Test for This Student] to administer another test for the same student. Click the [Log Out] button if you are finished administering tests.

Next Step:

To continue entering responses by this student for a different test, select [Enter Responses for a Different Test]. To enter responses by another student for this test, select [Enter Responses for a Different Student].

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Log Out

Enter Responses for a Different Test

Enter Responses for a Different Student

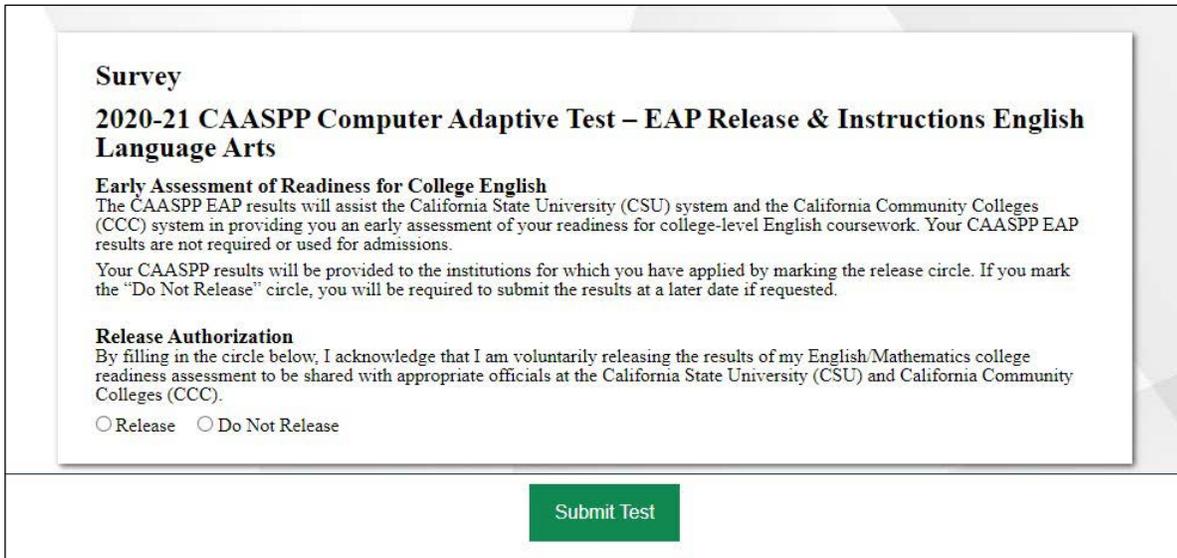
Figure 18. *Test Submission Record* for a completed assessment

9. Select the button at the bottom of the screen corresponding with the next action to be taken:
- **[Log Out]**—Exit the DEI.
 - **[Enter Responses for a Different Test]**—Open the *Available Tests* screen ([figure 4](#)) to select another CAASPP content-area assessment for the student and enter the student’s responses.
 - Select **[Yes]** in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.
 - **[Enter Responses for a Different Student]**—Return to the *Enter Student Information* entry screen to start the process over for a new student.

Step C. Respond to the EAP option in grade eleven.

Once responses have been entered for a **grade eleven** student, a response to the EAP option must be entered.

1. **Scroll down** from the top of the *Data Entry Summary* screen, shown in [figure 13](#). The bottom section, the “EAP Release & Instructions” section ([figure 19](#)), appears.



The screenshot shows a white box with a grey border containing the following text:

Survey

2020-21 CAASPP Computer Adaptive Test – EAP Release & Instructions English Language Arts

Early Assessment of Readiness for College English
The CAASPP EAP results will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you an early assessment of your readiness for college-level English coursework. Your CAASPP EAP results are not required or used for admissions.

Your CAASPP results will be provided to the institutions for which you have applied by marking the release circle. If you mark the “Do Not Release” circle, you will be required to submit the results at a later date if requested.

Release Authorization
By filling in the circle below, I acknowledge that I am voluntarily releasing the results of my English/Mathematics college readiness assessment to be shared with appropriate officials at the California State University (CSU) and California Community Colleges (CCC).

Release Do Not Release

Below the white box is a green button with the text "Submit Test".

Figure 19. “EAP Release & Instructions” section

Entering Responses into the DEI

2. Locate the *Authorization to Release Results* box on the front of the grade eleven student answer booklet. This box is indicated in [figure 20](#).

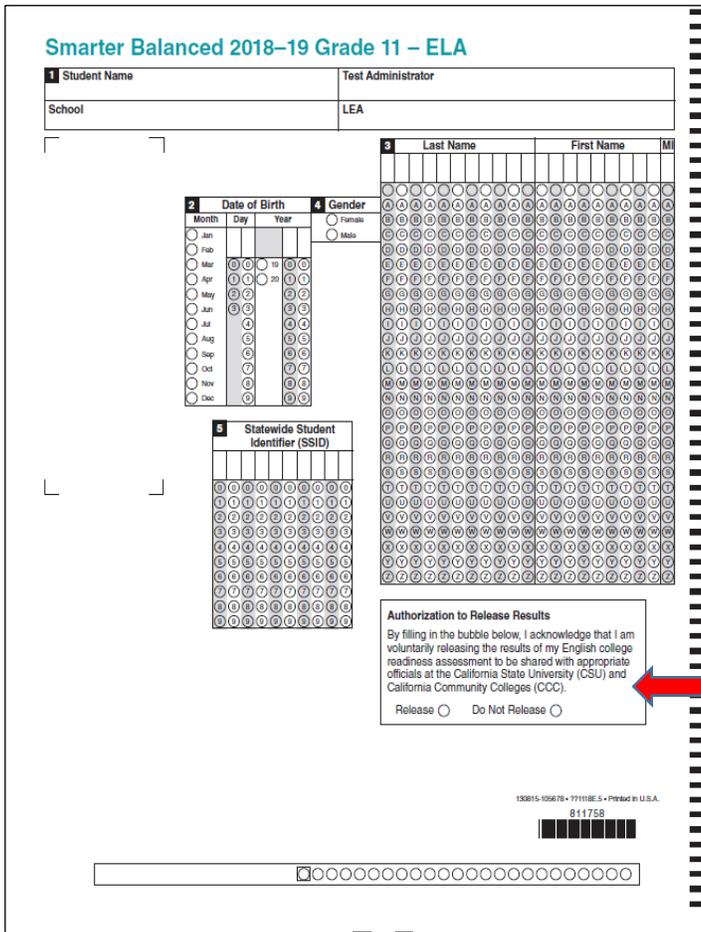


Figure 20. Front page of the grade eleven answer booklet for ELA

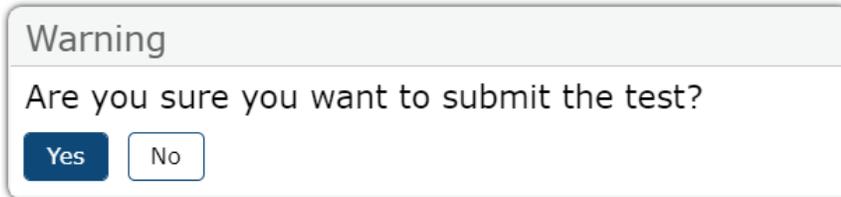
3. Select the radio button corresponding with the option the student marked on the answer booklet as shown in [figure 20](#). The student's choices were *Release* and *Do Not Release*.
4. **If data entry has been completed, select [Submit Test] to complete the data entry process.**



Alert: After selecting the [**Submit Test**] button, the test is officially completed. The responses and data entered cannot be reviewed.

Entering Responses into the DEI

5. Select [**Yes**] on the message box that appears (“Are you sure you want to submit the test?”) to continue ([figure 21](#)).



Warning

Are you sure you want to submit the test?

Yes No

Figure 21. *Warning* message box

6. Because a response is required, an error message will appear if student responses are submitted without selecting one of the two radio buttons. **If the student did not choose either of the options on the answer booklet, then select *Do Not Release*.**
7. After the test has been submitted, the *Test Submission Record* page reappears and displays the SSID used in testing, test name, and data entry completion date ([figure 22](#)).



Test Submission Record

The test was submitted. You may view the test details below.

Test Reviewed As: (SSID: 9163724141)	Test Name: Smarter Balanced Grade 11 ELA Paper
Test Administration Completed On: 4/4/2020	
Next Step: To continue entering responses by this student for a different test, select [Enter Responses for a Different Test]. To enter responses by another student for this test, select [Enter Responses for a Different Student]. In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.	

Log Out Enter Responses for a Different Test Enter Responses for a Different Student

Figure 22. *Test Submission Record* for a completed assessment

Entering Responses into the DEI

8. Select the button at the bottom of the screen corresponding with the next action to be taken:
 - **[Log Out]**—Exit the DEI.
 - **[Enter Responses for a Different Test]**—Open the *Available Tests* screen ([figure 4](#)) to select another CAASPP content-area assessment for the student and enter the student's responses.
 - Select **[Yes]** in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.
 - **[Enter Responses for a Different Student]**—Return to the *Enter Student Information* screen to start the process over for a new student.

3. What to Do in Case of Accidental Submittal



Resources in This Section:

- *CAASPP and ELPAC Security Incidents and Appeals Procedure Guide* web page—<https://ca-toms-help.ets.org/stairs/>

If a student's responses have been entered incorrectly and submitted in the DEI, the user will need to request to have the DEI for the test reopened or reset by entering an incident in STAIRS.

The LEA CAASPP coordinator or CAASPP test site coordinator is responsible for entering incidents in STAIRS. The STAIRS incident form must be completed in TOMS and the testing issue, "An error was made entering information into the Data Entry Interface (by the test examiner) or the test delivery system (by the test examiner in the student interface) (**Data Entry Issue**)," should be selected. The LEA CAASPP coordinator or the CAASPP test site coordinator can then choose between two options, depending on the situation:

1. Reopen the test in the DEI, if only one or a few of the student's responses need to be corrected and resubmitted; or
2. Reset the test in the DEI, if all of the student's responses need to be reentered in the DEI. Please note, however, that this option will remove all of the previously entered responses.

Once the test has been reopened or reset, the user can log on to the DEI and correct the responses that were entered incorrectly, or enter answers, and then submit the test.

For the complete instructions on using the STAIRS/Appeals process, please refer to the [*CAASPP and ELPAC Security Incidents and Appeals Procedure Guide*](#).



Important: Reset and Re-Open Appeal requests should be submitted in time to be processed before the end of the LEA's selected testing window.