



Security and Test Administration Incident Reporting System (STAIRS) Testing Issue Chart

Testing Issue to Report via STAIRS	Description of Scenario	Appeal Type to Submit after STAIRS
Accessibility Issue	<ul style="list-style-type: none"> 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. A translation designated support (stacked or glossary) for a student without an IEP or Section 504 plan was set incorrectly and needs to be changed. 	RESET Appeal
Accidental Summative Access—Smarter Balanced Only	<ul style="list-style-type: none"> The summative assessment was administered unintentionally, instead of the interim or practice test. <p>Note: This does not apply to students who are 12-month English learners exempt from taking the English language arts/literacy assessment (NEL) or students with Parent/Guardian Exemptions (PGE) who were administered the assessment accidentally; do not make a report in STAIRS for either of those cases.</p>	RESET or RE-OPEN Appeal
Administration Error	<ul style="list-style-type: 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/password (via e-mail or otherwise), including to other authorized users. 	No Appeal Required
Disruption or Technical Issue	<ul style="list-style-type: none"> 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. 	RE-OPEN/ GRACE PERIOD EXTENSION Appeal
Exposing Secure Test Materials	<ul style="list-style-type: none"> An adult or student posted items or test materials on social media (e.g., Twitter, Facebook). An adult or student copied, discussed, or removed test items or testing materials. The student retained his or her scratch paper and had it during subsequent testing. Secure test materials were shared with the media (such as the writing prompts, test items, or reading passages) or media were allowed to observe a secure test administration. 	INVALIDATE Appeal (if a student is the source)
Incorrect SSID	<ul style="list-style-type: none"> A test administrator or test examiner accidentally provided a student access to another student’s work/responses (accidental SSID swap). 	RESET or SWAP Appeal



Security and Test Administration Incident Reporting System (STAIRS) Testing Issue Chart

Testing Issue to Report via STAIRS	Description of Scenario	Appeal Type to Submit after STAIRS
Cheating/Accessing Unauthorized Devices	<ul style="list-style-type: none"> • 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, PDAs, iPods, electronic translators) during the student’s individual testing event— includes accessing the Internet or any unauthorized software or applications. <p>Note: If a student used an electronic device after testing is completed during a session, it is not necessary to report the incident. However, if the student was actively engaged in a testing session or the student completed testing but the LEA can verify that the device was being used to help another student(s) who is engaged in a test session, then an invalidation is required.</p>	INVALIDATE Appeal
Student Disruption	<ul style="list-style-type: none"> • Student(s) made distracting gestures/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. 	No Appeal Required
Test Expiration or Accidental Submission	<ul style="list-style-type: none"> • A student accidentally submitted the performance task prior to completion. • A student started a test and was unable to complete it before the availability of the test expired. 	RE-OPEN Appeal
Validity Issue	<ul style="list-style-type: none"> • A student deliberately did not attempt to respond appropriately to items. • A test administrator, test examiner, or teacher coached a student or provided unfair or inappropriate assistance. • A test administrator or test examiner provided students with non-allowable materials or devices or a non-prescribed accommodation (i.e., one not in the student’s IEP or Section 504 plan) during test administration. • A test administrator intentionally allowed anyone other than the student to log on to the test (unless prescribed as an allowable accommodation in the student’s IEP, or the student was taking the CAA). • A test administrator, test examiner, or coordinator modified student responses or records at any time. 	INVALIDATE Appeal
Incorrect Assessment	<ul style="list-style-type: none"> • A student was administered the 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. 	RESET Appeal