

How to Check the Status of a STAIRS Case

The Security and Test Administration Incident Reporting System (STAIRS) and Appeals process is used only for reporting incidents related to summative assessments. All incidents must be reported within 24 hours. In the case of a social media breach, coordinators are required to call the California Technical Assistance Center (CaTAC) at 800-955-2954 immediately. Automated emails are sent when STAIRS cases are processed and when comments have been added to the case under Notes.

- 1 Navigate to the [CAASPP & ELPAC Website](#).
- 2 Select the **TOMS—Test Operations Management System** button. Then from the CAASPP & ELPAC TOMS Resources web page, select the **TOMS—Test Operations Management Systems** button.
- 3 Log on with your TOMS credentials.
- 4 Select the **STAIRS** tab.
- 5 Use the **Search** button to check the status of a STAIRS case you submitted.
- 6 Select the **Search STAIRS action** tab.
- 7 Enter one or more search terms to display all cases matching the search terms.
- i** *To display all cases associated with the user's LEA or school, depending on the user role, do not enter any search terms.*
- 8 Select one of two possible actions, to view the STAIRS case, depending on the case and the status.
 - The **Edit** pencil icon—Available only for cases that are in draft status. This action allows users to view and edit the selected case.
 - *STAIRS cases can be withdrawn if not yet processed.*
 - *STAIRS cases that are still in Draft status can be updated and submitted.*
 - The **View** magnifying glass icon—Allows users to view the “STAIRS Summary” and “STAIRS Notes” sections for the STAIRS cases that have been submitted.
- i** *For additional information and detailed instructions, access the [CAASPP and ELPAC TOMS User Guide Search STAIRS: Overview web page](#).*