



Technology-Based Response Accommodations Secure Use Agreement



Maintaining the security of all test materials is crucial to obtaining valid results from all Colorado state assessments. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

In addition to the standard *Security Agreements*, individuals involved in the provision of accommodations that require the use of a secondary device to capture student responses (e.g., **speech-to-text (STT)**, **word prediction**, etc.) for CMAS and/or WIDA ACCESS must complete and submit this agreement to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, are acknowledged and understood. **Submit the completed agreement to the district- or school-level contact identified locally.**

Test Administrators affirm:

- ☐ I completed all training provided by the District/School Assessment Coordinator on use of specific STT, word prediction, and/or other technology-based response accommodation tools used by students taking CMAS and/or WIDA ACCESS assessments. **Indicate the training completion date for each tool in the table on page 2.**

Accommodation Policies

- ☐ I understand that STT on the Writing Domain of WIDA ACCESS is a unique accommodation. Districts must complete *Unique Accommodation Requests (UARs) for WIDA ACCESS Spoken Response on the Writing Domain* for students requiring STT. Approval from **CDE** is required for use of this unique accommodation.
- ☐ I understand that STT on CMAS ELA/CSLA is a unique accommodation that must be approved at the district level. Approval from the **district** is required for use of this unique accommodation.

Administration Procedures

- ☐ I understand that **translation features must remain off** and cannot be used on any part of the assessment.
- ☐ I understand that **text-to-speech tools must remain off** and cannot be used on any part of the assessment.
- ☐ I will follow the district's procedures to restrict internet access on the secondary device.
- ☐ I will keep test materials secure when in my possession and will not leave them unattended.
- ☐ I will not provide students with more time than is allotted for testing (except for students who have an extended time accommodation listed in their approved IEP, 504, or LIEP). **I understand that extra time may not be provided for lost work due to student or device errors.**
- ☐ I will not actively comment on student responses.
- ☐ While transcribing student responses, I will not disclose any test content that I view while providing this accommodation.
- ☐ I will transcribe all student responses, verbatim, at the end of each section or domain. I understand that a student may not repeat a section or domain due to lost work.
- ☐ I will follow all chain of custody requirements and transcription procedures for electronic student responses, as outlined in the current year's *CMAS and CoAlt Procedures Manual* and/or the *WIDA ACCESS Accessibility and Accommodations Manual* and the *Colorado ACCESS Resource*, and will ensure responses are deleted after they are transcribed.

School Assessment Coordinators affirm:

- ☐ I understand that I must provide a master list of qualifying students using any technology-based response accommodations (e.g., STT, word prediction, etc.) to the District Assessment Coordinator by the locally determined deadline for local review.
- ☐ I confirm that I gathered and reviewed supporting data for each student requesting STT for WIDA ACCESS and/or CMAS ELA/CSLA. The data supports that the student cannot access the assessment without STT due to an orthopedic impairment or physical disability (see UAR form).
- ☐ I certify that students using any type of technology-based response accommodations are *practiced and proficient* in use of the tools.

All individuals involved in administrations that require technology-based response accommodations:

I will only use the tool(s) listed below for any WIDA ACCESS Writing Domain or CMAS response accommodation requiring capture on a secondary device. Use of other internet-based technology-captured response tools will result in CDE invalidating applicable student tests.

Type of Technology-Captured Response Tool (STT, word prediction, etc.)	Name of Technology-Captured Response Tool	Training Completion Date

I acknowledge the information above, pertaining to my role in the use of technology-based response accommodation tools during the administration of the CMAS and/or WIDA ACCESS assessments, and I agree with all statements associated with my role. I also acknowledge that failure to abide by the terms of this agreement may result in serious consequences.

In the spaces below, indicate the school name and code, your role(s) in the administration, print and sign your name, and date the agreement. Submit the signed agreement to the locally identified district- or school-level contact by the district-determined deadline.

Role (check all that apply):

☐ School Assessment Coordinator

☐ CMAS/WIDA ACCESS Test Administrator

School Name and School Code

Printed Name

Signature

Date
(MM/DD/YYYY)

Signed Secure Use Agreements must be maintained physically or electronically by the district/school for three years.