



Technology-Based Response Accommodations Form



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.

For districts using technology on a secondary device to capture student responses (e.g., **speech-to-text (STT)**, **word prediction**, **etc.**) for CMAS and/or WIDA ACCESS*, the District Assessment Coordinator (DAC) must complete and submit this form to certify the district will ensure security measures are in place and that the prohibited activities listed in the school-level Secure Use Agreement are acknowledged and understood. Along with this completed form, **submit the following supplemental documentation to CDE by December 15 of the current school year for district-level program approval.**

DAC submission requirements:

- ☐ I **attached** or **linked** evidence that the vendor providing the technology-based response accommodation service and the vendor providing the application or plug-in adhere to Colorado data privacy statutes and are approved for student use by our district.
- ☐ I **attached** specialized policies and procedures that ensure students can access the technology-based response accommodation tools only and have restricted internet access during assessment administration. This includes a detailed plan for restricting access to outside websites and browsers for tools that require internet access.
- ☐ I **attached** specialized policies and procedures that guarantee handling of electronic student responses follows all chain of custody and post-transcription deletion requirements:
 - ☐ Aligned to the current year's *CMAS and CoAlt Procedures Manual*
 - ☐ Aligned to the *WIDA ACCESS Test Administrator Manual* and the *Colorado WIDA ACCESS Assessment Resource*
- ☐ I **disclosed** the name(s) of each tool students will use to access the response accommodation for each assessment program (see table on page 2).
- ☐ I **disclosed** the number of students expected to access each type of tool for each assessment program (see table on page 2).
- ☐ I **provided a copy** of the local accommodation training(s) on how to use each application/technology identified on this form, including detailed procedures describing the local transcription process aligned to the process documented in the current year's *CMAS and CoAlt Procedures Manual* and/or the *WIDA ACCESS Accessibility and Accommodations Manual*.

Note: A separate training must be provided for each unique application/technology used in your district.

DAC affirms:

- ☐ I will ensure appropriate Test Administrators are provided with tool usage training for technology-based response accommodations. **Indicate the tentative training date for each tool in the table on page 2.**
- ☐ I will maintain a master list of all students using each type of technology-based response accommodation on CMAS and WIDA ACCESS. If the number of students changes from the time of submitting this form, I will provide an updated number of students to CDE.
- ☐ I reviewed the technology-based response accommodation protocols in the current year's *CMAS and CoAlt Procedures Manual* and/or the *WIDA ACCESS Test Administrator Manual* and the *Colorado ACCESS Assessment Resource* and confirm that the students using technology-based response accommodations meet the outlined criteria.
- ☐ I confirm that I gathered and reviewed the data from each student requesting STT for CMAS ELA/CSLA. The data supports that the student cannot access the assessment without STT due to an orthopedic impairment or physical disability (see STT criteria in the current year's UAR form).
- ☐ I understand that if a student requires use of a technology-based response accommodation other than STT or word prediction, I will contact CDE.
- ☐ I certify that students using any type of technology-based response accommodation tools are *practiced and proficient* in use of the tools.

*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. CDE approval is required to use this unique accommodation.

Programs approved for use in the district:

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	Number of Students Using this Tool for WIDA ACCESS	Number of Students Using this Tool for CMAS	Tentative Test Administrator Training 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 district name and code, print and sign your name, and date the form. Submit the signed form with the required supplemental documentation to CDE by **December 15** of the current school year.

District Name and District Code

Printed Name

Signature

*Date
(MM/DD/YYYY)*