



Security Agreement ACCESS Suite of Assessments

Everyone involved in administration of the ACCESS Assessments must complete a security agreement.

The ACCESS Suite of Assessments include:

- **WIDA ACCESS** online, the design of the online assessment defaults to paper for the Writing domain in grades 1-3. The test vendor scores all portions of the online assessment.
- **WIDA ACCESS** paper is available as an accommodation. The assessment is tier based and requires active ordering of the correct tier. The Listening and Speaking domains are delivered through WIDA AMS. The Speaking domain requires local scoring.
- **ACCESS for Kindergarten** is a paper-based test individually administered via an interactive format and is locally scored.
- **Alternate ACCESS** is a large-print, paper-based test individually administered to students with the most significant cognitive disabilities who have an IEP written to the [Colorado Extended Evidence Outcomes](#). Alternate ACCESS is locally scored.

Throughout this document when referring to all assessments they will be referred to as “ACCESS” the general assessment for grades 1-12 assessment is WIDA ACCESS, the general kindergarten assessment is ACCESS for Kindergarten, and the alternate assessments for grades K-12 is Alternate ACCESS.

Test security is essential to valid ACCESS results. You must maintain the security of all test materials before, during, and after administration. Because you take part in ACCESS administration, you need to know the prohibited activities below threaten test integrity. Violations may trigger an investigation, score suppression, or disciplinary action.

The Board of Regents of the University of Wisconsin System holds copyright on all WIDA assessments and related materials. Wisconsin State Statutes govern remedies for egregious security incidents involving WIDA's intellectual property.

THIS RESOURCE HAS SEPARATE SECURITY AGREEMENTS FOR EACH ROLE AS IT RELATES TO SUCCESSFUL ADMINISTRATION OF THE ACCESS ASSESSMENTS.



Security Agreement ACCESS Suite of Assessments

- SENSITIVE DATA SPECIALIST
- DISTRICT TECHNOLOGY COORDINATOR (DTC)
- SCHOOL ASSESSMENT COORDINATOR (SAC)
- ACCESS TEST ADMINISTRATOR (TA)
- DISTRICT ASSESSMENT COORDINATOR (DAC), SOLELY INFORMATIONAL



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Sensitive Data Specialist

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- ☐ I completed DAC provided ACCESS training as it relates to my role.
 - ☐ I read the relevant sections of the WIDA AMS User Guide and will maintain Colorado's assessment administration policies, procedures, and student security measures.
 - ☐ I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
 - ☐ I acknowledge the information above for my role(s) in ACCESS administration and agree with all statements tied to my role(s).
 - ☐ I understand that failing to follow this agreement may result in consequences, as described above.

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

Submit your signed Security Agreement to the DAC.

The district/school must keep signed Security Agreements (physically or electronically) for 3 years.



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District Technology Coordinators (DTCs)

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- ☐ I completed the required ACCESS technology training DRC/WIDA provided.
 - ☐ I read the relevant sections of the WIDA AMS User Guide and will maintain Colorado's assessment administration policies, procedures, and student security measures.
 - ☐ I will not view assessment items or content before, during, or after testing
 - ☐ I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
 - ☐ I acknowledge the information above for my role(s) in ACCESS administration and agree with all statements tied to my role(s). I understand that failing to follow this agreement may result in consequences, as described above.

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

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Security Agreement ACCESS Suite of Assessments

School Assessment Coordinators (SACs)

Test security is essential to valid ACCESS results. You must maintain the security of all test materials before, during, and after administration. Because you take part in ACCESS administration, you need to know the prohibited activities below threaten test integrity. Violations may trigger an investigation, score suppression, or disciplinary action.

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- ☐ I completed all ACCESS training the DAC provided.
 - ☐ I will follow the Colorado Assessment Resources, WIDA District and School Test Coordinator Manual 2026-2027, and WIDA AMS User Guide, and maintain all security measures and procedures CDE and WIDA identify.
 - ☐ I will build and run a school security plan.
 - ☐ I understand testing time affects assessment security and reliability. I will communicate **Colorado's WIDA ACCESS timing policy** to all TAs.
 - Students in grades 1-3 have 55 minutes (all domains)
 - Students in grades 4-12 have 55 minutes on Listening and Speaking, and 75 minutes on Reading and Writing.
 - SWD with appropriate documentation for extended time in their IEP or 504 may be scheduled for an additional 15 minutes.
 - ☐ I will train all Test Administrators on test security, administration policies, and procedures.
 - ☐ I will not remove secure test materials from the school's campus, except to return them to the DAC.
 - ☐ I will collect, inventory, and follow chain-of-custody requirements the district sets.
 - ☐ I understand the online grades 4–12 script is not secure; **all other scripts are secure and must go back to DRC.**
 - ☐ I will report testing irregularities or security breaches to the DAC.
 - ☐ I will not read or view assessment items or content before, during, or after testing, except as administration or accommodation delivery requires.
 - ☐ I will not copy or reproduce any part of secure test materials — test stimuli, test items, student responses — or save any part of the assessments.
 - ☐ I will not discuss assessment content with anyone, including students or school personnel, through any form of communication before, during, or after testing.
 - ☐ I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
 - ☐ I understand that failing to follow this agreement may result in consequences, as described above.

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

Submit your signed Security Agreement to the DAC.

The district/school must keep signed Security Agreements (physically or electronically) for 3 years.



Security Agreement ACCESS Suite of Assessments

ACCESS Test Administrator (TA)

Test security is essential to valid ACCESS results. You must maintain the security of all test materials before, during, and after administration. Because you take part in ACCESS administration, you need to know the prohibited activities below threaten test integrity. Violations may trigger an investigation, score suppression, or disciplinary action.

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- ☐ I completed all ACCESS Test Administrator training the SAC provided.
- ☐ I will follow the Colorado Assessment Resources, WIDA ACCESS Test Administrator Manual 2026-2027, and WIDA AMS User Guide, and maintain all security measures and procedures CDE and WIDA identify.
- ☐ I completed all required ACCESS Test Administrator training modules on the WIDA secure portal.
- ☐ I passed the required quiz(zes) CDE and WIDA set.
- ☐ I will not remove secure test materials from the school campus.
- ☐ I will not leave test materials unattended or fail to keep them secure while in my possession.
- ☐ I will not coach students — verbal or non-verbal cues — or alter or interfere with student responses in any way.
- ☐ I will not lose supervision of students at any time, including through cell phone use, checking email, or grading papers. I will not leave students unattended during a test session.
- ☐ I will not let students communicate with each other or cause disturbances during testing.
- ☐ I will not let students use cell phones or other prohibited devices — smartphones, smart watches, tablets — at any time during testing.
- ☐ I understand testing time affects assessment security and reliability statewide and will follow **Colorado's WIDA ACCESS timing policy**.
 - Students in grades 1-3 have 55 minutes (all domains)
 - Students in grades 4-12 have 55 minutes on Listening and Speaking, and 75 minutes on Reading and Writing.
 - SWD with appropriate documentation for extended time in their IEP or 504 may be scheduled for an additional 15 minutes.
- ☐ I will collect, inventory, and follow chain-of-custody requirements the school/district sets.
- ☐ I understand the online grade 4–12 script is not secure; **all other scripts are secure and must go back to DRC.**
- ☐ I will not read or view assessment items or content before, during, or after testing, except as administration or accommodation delivery requires.
- ☐ I will not read, view, or comment on student responses, except when viewing them for accommodation purposes such as scribing or transcription.

Some ACCESS assessments (Kindergarten, Alternate, paper Speaking and Listening, grades 1–3 Writing) and select accommodations require me to view, read, or listen to test content, or transcribe student responses. If I administer such an assessment or accommodation.

- ☐ I will not disclose any test content I accessed.
- ☐ I will report testing irregularities or security breaches to the SAC.



Security Agreement ACCESS Suite of Assessments

ACCESS Test Administrator (TA), continued

- ☐ I will not copy or reproduce any part of secure test materials — test stimuli, test items, student responses — or save any part of the assessments.
- ☐ I will not discuss assessment content with anyone, including students or school personnel, through any form of communication before, during, or after testing.
- ☐ I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
- ☐ I acknowledge the information above for my role(s) in ACCESS administration and agree to all statements tied to my role(s).
- ☐ I understand that failing to follow this agreement may result in consequences, as described above.

Select the assessment(s) that you will be administering

- ☐ WIDA ACCESS ☐ WIDA ACCESS for Kindergarten ☐ Alternate ACCESS

Select your role.

- ☐ ELD Teacher ☐ General Education Teacher ☐ Special Education Teacher
- ☐ Para Educator ☐ Other

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

Submit your signed Security Agreement to the SAC.

The district/school must keep signed Security Agreements (physically or electronically) for 3 years.



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District Assessment Coordinator (DAC)

Test security is essential to valid ACCESS results. You must maintain the security of all test materials before, during, and after administration. Because you take part in ACCESS administration, you need to know the prohibited activities below threaten test integrity. Violations may trigger an investigation, score suppression, or disciplinary action.

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For reference only — DACs complete a separate online Security Agreement during CDE ACCESS training, not this form.

- I completed all ACCESS training CDE and the assessment vendor provided.
- I will follow the Colorado Assessment Resources, WIDA District and School Test Coordinator Manual 2026-2027, and WIDA AMS User Guide, and maintain all security measures and procedures CDE and WIDA identify.
- I will build and run a district security plan.
- I will train all Sensitive Data personnel, DTCs, and SACs in my district on test security, administration policies and procedures, and protecting student PII.
- I understand testing time affects assessment security and reliability statewide.
- I will communicate **Colorado's WIDA ACCESS timing policy** to all SACs.
 - Students in grades 1-3 have 55 minutes (all domains)
 - Students in grades 4-12 have 55 minutes on Listening and Speaking, and 75 minutes on Reading and Writing.
 - SWD with appropriate documentation for extended time in their IEP or 504 may be scheduled for an additional 15 minutes.
- I will collect, inventory, and follow chain-of-custody requirements for state secure test materials.
- I will report testing irregularities or security breaches to CDE.
- I will report missing test materials to CDE and log them into WIDA AMS.
- I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
- I will not read or view assessment items or content before, during, or after testing, except as administration or accommodation delivery requires.
- I will not copy or reproduce any part of secure test materials — test stimuli, test items, student responses — or save any part of the assessments.
- I will not discuss assessment content with anyone, including students or school personnel, through any form of communication before, during, or after testing.
- I will not engage in any activity that harms the validity, reliability, or fairness of the test(s).
- I acknowledge the information above for my role(s) in ACCESS administration and agree with all statements tied to my role(s).
- I understand that failing to follow this agreement may result in consequences, as described above.