District Use of Speech-to-Text and Word Prediction
District Checklist
Spring 2024 CMAS: Math, ELA, and Science*

District Assessment Coordinators (DACs) submit the following to CDE by February 15, 2024:

☐ **Submit to CDE** evidence that the vendor providing speech-to-text (STT) and/or word prediction technology service and the vendor providing the STT and/or word prediction application or plug-in in adherence to Colorado data privacy statutes and are approved for student use by our district.

☐ **Submit to CDE** specialized policies and procedures that assure students can access STT and/or word prediction tools only and do not have unrestricted internet access during assessment administration.

    o **Submit to CDE** detailed plan that describes procedures for restricting access to outside websites and browsers for STT and/or word prediction tools that require internet access.

☐ **Submit to CDE** specialized policies and procedures that guarantee electronic student answers follow all chain of custody requirements documented in the *Spring 2024 CMAS and CoAlt Procedures Manual* and are deleted after they are transcribed.

☐ **Submit to CDE** the number of students expected to access STT tools and the number of students expected to access word prediction on the Speech-to-Text and Word Prediction Security Agreement Supplement.

☐ **Submit to CDE** evidence of training on the use of STT and word prediction applications to SACs.

DACs and School Assessment Coordinators (SACs)

☐ **Maintain** a master list at the district level of all students receiving the STT and word prediction accommodation on CMAS.

CMAS Test Administrators

☐ Train CMAS Test Administrators on specific procedures for the use of STT and word prediction, including:

    o Turning off translation features for the entirety of the CMAS assessment.

    o Turning off text-to-speech features during the ELA (including CSLA) assessment.

    o Securing test materials at all times.

    o Not explaining or reading passages, sources, or test items to students (except if administering the assessment with an auditory or signer script).

    o Adhering to standard unit testing times (except for students who have an extended time accommodation listed in their approved IEP, 504, or ML plan) and **understanding that extra time may not be provided for lost work due to student or device error.**

    o Not influencing student responses.

    o Not disclosing any test content that is viewed while providing the STT and word prediction accommodation or during the transcription process.

    o Ensuring electronic student responses follow all chain of custody requirements documented in the *Spring 2024 CMAS and CoAlt Procedures Manual* and *ensure that responses* are deleted after transcription.

    o Transcription procedures outlined in the *Spring 2024 CMAS and CoAlt Procedures Manual (Section 6.1.6).*

*CMAS and CoAlt social studies assessments will not be administered in the spring of 2024