



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

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS: Math, ELA (including CSLA), and Science* assessments. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

In addition to the standard Security Agreement, this form must be signed by all individuals involved in the administration of the **Speech-to-Text (STT)** and **Word Prediction** accommodation on CMAS: Math, ELA, and Science* assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood. District Assessment Coordinators (DACs) will certify and submit supplemental documentation, identified below, to CDE before **February 15** for district level approval.

District Assessment Coordinators (DACs)

- I have **attached** or **linked** evidence that the vendor providing 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.
- I have **attached** 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.
 - I have **attached** a detailed plan that describes procedures for restricting access to outside websites and browsers for STT and/or word prediction tools that require internet access.
- I have **attached** 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.
- I have **disclosed** the number of students expected to access STT tools and the number of students expected to access word prediction tools.
- I have provided **evidence** of training on the use of STT and word prediction applications to SACs.

DACs and School Assessment Coordinators (SACs)

- I have provided training on the use of STT and word prediction applications to Test Administrators who will be involved in STT and word prediction administrations.
- I will maintain a master list of all students receiving the STT and word prediction accommodation on CMAS.

CMAS Test Administrators

- I have completed all CMAS Test Administrator training as provided by the SAC/DAC on specific procedures for the use of STT and word prediction.
- I understand that **translation features must remain off** and cannot be used on any part of the CMAS assessment.
- I understand that the text-to-speech features during the ELA (including CSLA) assessment **must remain off** and cannot be used on any part of the ELA (including CSLA) assessment.
- I will not leave test materials unattended or fail to keep test materials secure when in my possession.
- I will not explain or read passages, sources, or test items to students (except if administering the assessment with an allowable auditory or signer script).
- 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 ML plan). **I understand that extra time may not be provided for lost work due to student or device error.**
- 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 either after each item or at the end of each unit. I understand that a student may not repeat a unit due to lost work.
- I will follow specialized policies and procedures that ensure 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 they are transcribed.
- I will follow all transcription procedures as outlined in the *Spring 2024 CMAS and CoAlt Procedures Manual*.

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

All individuals involved in Speech-to-Text and word prediction accommodation administration:

I will only use the program(s) listed below for STT and/or word prediction on any CMAS content area assessment. Use of other internet based STT and/or word prediction programs could result in CDE invalidating the student’s test.

<i>Name of STT and/or Word Prediction Program(s)</i>	<i>Number of Students using STT</i>	<i>Number of Students using word prediction</i>
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I acknowledge the information above, pertaining to my role in the use of STT and/or word prediction during the administration of the CMAS: Math, ELA, and Science assessments, and I agree to 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 your role(s) in the administration, print your name, sign, and date the form. Submit the signed form with the supplemental documentation to CDE before **February 15, 2024**.

Role (check all that apply):

- District Assessment Coordinator School Assessment Coordinator CMAS Test Administrator

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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<i>District Name and Code</i>	<i>School Name and Code (if applicable)</i>
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Signed Security Agreements must be maintained physically or electronically by the district/school for three years.