Spring 2026 State Assessments
Response Capture Technology 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*, this form must be signed by all individuals involved in CMAS and/or WIDA ACCESS* administrations using any response capture technology** (e.g., **speech-to-text (STT), word prediction**) accommodation to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, are acknowledged and understood. **District Assessment Coordinators (DACs) certify and submit supplemental documentation, identified below, to CDE before December 15, 2025, for district-level program approval.**

DAC submission requirements:

☐ I **attached** or **linked** evidence that the vendor providing the response capture technology 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 response capture technology tools only and have restricted internet access during assessment administration.

☐ I **attached** a detailed plan that describes procedures for restricting access to outside websites and browsers for response capture tools that require internet access.

☐ I **attached** specialized policies and procedures that guarantee handling of electronic student answers follows all chain of custody and post-transcription deletion requirements:
  ☐ Documented in the *Spring 2026 CMAS and CoAlt Procedures Manual*
  ☐ Documented in the *WIDA ACCESS Test Administrator Manual* and the *Colorado ACCESS Assessment Resource*

☐ I **disclosed** the name(s) of each application/technology the students will use to access the accommodation for each assessment program.

☐ I **disclosed** the number of students expected to access each type of application/technology for each assessment program.

☐ I **provided a copy** of the local accommodation training(s) on how to use each application/technology identified in this *Secure Use Agreement,* including detailed procedures describing the local transcription process aligned to the process documented in the *Spring 2026 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/program used in your district.

DACs and School Assessment Coordinators (SACs) affirm:

☐ I will provide training on using each response capture technology/tool for Test Administrators who will provide response capture technology accommodations. The tentative date(s) of the training is disclosed: _____

☐ I will maintain a master list of all students using each type of response capture technology 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 response capture technology protocols in the *Spring 2026 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 response capture technology meet the outlined criteria.

☐ I understand that if I have a student using response capture technology other than STT or word prediction, I must contact CDE for approval of the Special Accommodation Request (SAR).

☐ I verify that students using any type of response capture technology are *practiced and proficient* in these accommodation tools.

Test Administrators affirm:

☐ I completed all Test Administrator training the SAC/DAC provided on specific STT, word prediction, and/or response capture technology tool 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 CMAS ELA/CSLA assessment or the WIDA ACCESS Writing Domain*.

☐ 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 LIEP). **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, verbatim, either after each item or at the end of each unit. I understand that a student may not repeat a unit 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 *Spring 2026 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.

*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 Writing Domain* for students requiring STT. Approval from CDE is required for use of this unique accommodation.

**Response capture technology other than STT or word prediction requires individual student SAR approval.

All individuals involved in response capture technology accommodation administration:

I will only use the program(s) listed below for any response capture tool on any CMAS content area and/or WIDA ACCESS Writing Domain. Use of other internet-based response capture tools could result in CDE invalidating the student's test.

Type of Response Capture Tool (STT, word prediction, etc.)	Name of Response Capture Tool	Number of Students Using this Tool for WIDA ACCESS	Number of Students Using this Tool for CMAS

I acknowledge the information above, pertaining to my role in the use of response capture technology during the administration of the CMAS: Math, ELA, Science, and Social Studies assessments and/or WIDA ACCESS, 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 required supplemental documentation to CDE before **December 15, 2025**.

Role (check all that apply):
☐ District Assessment Coordinator   ☐ School Assessment Coordinator   ☐ CMAS/WIDA ACCESS Test Administrator

_____   _____   _____
Printed Name   *Signature*   *Date*

_____   _____
District Name and Code   *School Name and Code (if applicable)*

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