

# State Assessment Training Requirements 2023-2024



**COLORADO**  
Department of Education

All school personnel involved in the administration of Colorado's state assessments must be familiar with test security protocols and their individual responsibilities. Training for all school personnel involved in any aspect of Colorado's state assessment administration is required on an annual basis.

Thorough training is one of the best ways districts can ensure successful assessment administrations and prevent misadministrations from occurring. District Assessment Coordinators (DACs) must meet with School Assessment Coordinators (SACs) to ensure a plan is in place for training Test Administrators, Technology Coordinators, and any other school staff handling secure materials.

From all personnel who complete training, districts are required to collect signed documentation that demonstrates an understanding of the policies and procedures set forth by the State of Colorado and the district.

District-developed trainings must be based on the live trainings, webinars, and PowerPoint slides provided by CDE and/or the assessment contractor. Additional information should be included to provide district-specific policy information. CDE recommends that school personnel receive training in a format that allows participants to receive immediate feedback.

## Annual Trainings

Annual training of district and school level personnel involved in assessment administration is required for the following state assessments:

- WIDA | ACCESS for ELLs®
- CMAS (all content areas including CSLA)
- CoAlt (Science **and** ELA/Math (DLM))
- CO PSAT and SAT



## WIDA | ACCESS for ELLs®

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### Which assessments are included in ACCESS for ELLs?

- ACCESS for ELLs – Grades 1-12
- Kindergarten ACCESS for ELLs
- Alternate ACCESS for ELLs

### Who can administer ACCESS?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators are licensed teachers, licensed administrators, school psychologists, school social workers, school librarians, school counselors, or speech pathologists. Instructional support paraprofessionals and substitute teachers who hold a teaching certificate may also serve as Test Administrators if licensed, full-time staff members are not available.
- School/district employees may administer the assessments at the grade levels of their children, but they may not administer the test to their own children, nor be in the testing environment during testing.
- For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be a proficient English speaker who is able to model clear standard pronunciation of the English phonemes that will impact student responses.
- Alternate ACCESS test administrators must be employed by either the school or the district and hold a current State of Colorado educator license.

### What are the training requirements for ACCESS Test Administrators?

DACs must be trained annually on ACCESS administration.

Test Administrators must:

- Be trained annually.
- Complete the requirements of the district or school's annual ACCESS training.
- Participate in WIDA's online training modules must pass the appropriate quiz(zes) with an 80% (complete the checklist if applicable).
- Read instructions in the *Test Administrator Manual* and familiarize themselves with test administration procedures prior to administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.

**Note:** Student teachers may not serve as Test Administrators who oversee administration of any ACCESS assessments. However, they may serve as proctors who assist the Test Administrators.



## Colorado Measures of Academic Success (CMAS)

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### Which assessments are included in CMAS?

- Mathematics – Grades 3-8
- English Language Arts/Literacy (ELA) – Grades 3-8
  - Colorado Spanish Language Arts (CSLA) – Grades 3-4 Eligible Students Only
- Science – Grades 5, 8, 11

### Who can administer the CMAS assessments?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators are licensed teachers, licensed administrators, school psychologists, school social workers, school librarians, school counselors, or speech pathologists. Instructional support paraprofessionals may also serve as Test Administrators if licensed, full-time staff members are not available. Refer to the current *CMAS and CoAlt Procedures Manual* for information about substitute teachers.
- School/district employees may administer the assessments at the grade levels of relatives, but they may not administer the test to relatives, nor be in the testing environment during testing.

### What are the CMAS training requirements?

DACs must be trained annually on CMAS administration procedures.

Test Administrators must:

- Be trained annually on the current CMAS administration procedures.
- Be familiar with test administration procedures prior to administering the test to students.
- Read instructions in the *CMAS Test Administrator Manual* prior to administering the test to students.
- Be trained on specific accommodations if administering assessments for which students are provided accommodations.

**Note:** Student teachers may not serve as Test Administrators who oversee administration of any CMAS assessments. However, they may serve as proctors who assist the Test Administrators.



## Colorado Alternate Assessment (CoAlt)

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### Which assessments are included in the Colorado Alternate Assessment (CoAlt) program?

- Mathematics and English Language Arts (DLM) – Grades 3-11
- Science – Grades 5, 8, 11

### Who can administer the CoAlt assessments?

- Test Administrators must be employed by either the school or the district and hold a current teaching license. **Note:** A substitute teaching license is **not** a sufficient license for the administration of CoAlt, and substitutes may not be hired to administer the assessment.
- A Speech Language Pathologist, School Psychologist, or Occupational/Physical Therapist who does not hold a teaching license, but who holds a professional license may administer the assessment as long as the individual interacts with the student on a regular basis.
- The Test Administrator should be familiar with the student, and with the student's mode of expressive and receptive communication.
- Additional staff, including paraprofessionals, may assist in the administration of the assessment as needed (i.e., behavior, translation, or medical support). Anyone in the testing environment must be trained on CoAlt administration and test security procedures.
- Volunteers may **not** be used to administer assessments.
- Test Administrators may not administer the assessment to a relative.

### What are the training requirements for DACs and CoAlt Test Administrators?

- DACs must be trained annually on CoAlt assessments and administration procedures.
  - DACs may opt out of training if there are no CoAlt-eligible students enrolled in their district.
  - DACs must participate in the virtual training and ensure Test Administrators receive the relevant training if a CoAlt-eligible student enrolls in the district.
- Test Administrators must participate in training every year even if they administered the CoAlt in previous years prior to administering the CoAlt assessments.
- Test Administrators must participate in training and complete all quiz(zes) with an 80% or higher prior to administering the CoAlt assessments.
- Test Administrators only need to be trained in the CoAlt Assessments they will administer to students during the CoAlt assessment window (ELA/Math and/or Science).
- Test Administrators must be trained in a manner that provides direct feedback during administration practice.



## Colorado PSAT and SAT

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### Which assessments are included in the CO PSAT and SAT?

- PSAT™ 8/9 – Grade 9
- PSAT™ 10 – Grade 10
- SAT® – Grade 11

### Who can administer the CO PSAT and SAT assessments?

- School Assessment Coordinators (called “Test Coordinators”), Test Administrators (called “Proctors”) and Room and Hall Monitors must be paid employees of the school or district. **Note:** Proctors assume responsibility for test materials and examinees in an assigned room and Monitors provide additional supervision and support to the Proctor.
- Preferably, Test Administrators are licensed teachers, licensed administrators, school psychologists, school social workers, school librarians, school counselors, or speech pathologists. Instructional support paraprofessionals and substitute teachers who hold a teaching certificate may also serve as Test Administrators if licensed, full-time staff members are not available.
- Test Coordinators and Technology Monitors cannot serve in that role if their child is taking the same assessment in the same school building.
- Proctors cannot administer the test to their own child, but they can administer the assessment to other students.
- Any staff member who is engaged in providing private PSAT or SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee within the school or district may not serve as the Test Coordinator, or as a Proctor or Monitor. The teaching and normal review of course content, including test familiarization that is part of regularly scheduled school course work is acceptable.
- Any staff member who has taken any SAT Program test within 180 days of test day is ineligible to serve as a Test Coordinator, Proctor, or Monitor.

### What are the CO PSAT and SAT training requirements?

DACs and Test Coordinators must be trained on the CO PSAT and SAT assessments annually.

Proctors must:

- Be trained annually on the current CO PSAT and CO SAT administration procedures.
- Be familiar with test administration and test security procedures prior to administering the test to students.
- Read instructions in the *Test Coordinator’s Manual* prior to administering the test to students.
- Be trained on specific accommodations if administering assessments for which students are provided accommodations.

## Where can I learn more?

- For more state assessment information, visit [www.cde.state.co.us/assessment](http://www.cde.state.co.us/assessment).