Spring 2025 District Use of Speech-to-Text and Word Prediction
CDE State Assessment Security Agreement Supplement

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 the administration of the **Speech-to-Text (STT)** and **Word Prediction** accommodation on the CMAS assessments and ACCESS for ELLs* 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 **December 15** for district-level program 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 are 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 and deleted after transcription.

    ☐ Documented in the *Spring 2025 CMAS and CoAlt Procedures Manual*

    ☐ Documented in the *WIDA ACCESS Test Administrator Manual* and the *Colorado ACCESS Assessment Resource**

☐ I have **disclosed** the number of students expected to access STT tools and the number of students expected to access word prediction tools in each assessment program.

☐ I have **disclosed** the name of the application/technology/program students will use to access this accommodation.

☐ I have provided **a copy** of the training(s) on using STT and word prediction applications to SACs.
Note: A separate training must be provided for each unique application/technology/program used in your district.

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 administration. The date of the training has been disclosed. If the training has not yet been administered, then the tentative date of the training is disclosed.

☐ I will maintain a master list of all students receiving the STT and word prediction accommodation on CMAS. If the number of students changes from submitting this form, I will provide CDE with an updated number of students accessing STT and word prediction.

☐ I verify that the students using STT and word prediction are *practiced and experienced* in these accommodation tools.

Test Administrators

- I have completed all Test Administrator training the SAC/DAC provided on specific STT and word prediction procedures.
- I understand that **translation features must remain off** and cannot be used on any part of the assessment.
- I understand that the text-to-speech features during the CMAS ELA (including CSLA) assessment and the ACCESS for ELLs Writing domain **must remain off** and cannot be used on any part of the CMAS ELA (including CSLA) assessment and the ACCESS for ELLs Writing domain*.
- I understand that STT and word prediction are **not** allowable on the ACCESS for ELLs Reading, Speaking, and Listening domains.
- 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 or domain 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 2025 CMAS and CoAlt Procedures Manual* and the *Colorado ACCESS Resource* and ensure that responses are deleted after they are transcribed.
- I will follow all transcription procedures as outlined in the *Spring 2025 CMAS and CoAlt Procedures Manual* and the *WIDA ACCESS Accessibility and Accommodations Manual.*

* STT on ACCESS for ELLs is a Unique Accommodation. Students requesting STT on ACCESS for ELLs, must submit and receive a Scribe UAR approval for ACCESS for ELLs from CDE.

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 and/or ACCESS for ELLs Writing Domain. Use of other internet-based STT and/or word prediction programs could result in CDE invalidating the student's test.

_____   _____   _____
Name of STT and/or Word Prediction Program(s)   *Number of Students*   *Number of Students*
                                                                                                  using STT   *using word prediction*

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, Science, and Social Studies assessments and/or ACCESS for ELLs Writing Domain, 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 **December 15, 2024**.

Role (check all that apply):

☐ District Assessment Coordinator ☐ School Assessment Coordinator ☐ CMAS Test Administrator

_____
          Printed Name   *Signature*   *Date*

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

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