

Security Agreement 2023–2024

ACCESS Suite of Assessments

Maintaining the security of all test materials is crucial to obtaining valid results from the ACCESS assessments. The security of all test materials must be maintained before, during, and after test administration. Because you participate in the administration of the ACCESS assessments, it is important for you to know that the prohibited activities on the following list threaten the integrity of the test. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

All WIDA assessments and related materials are the copyright of the Board of Regents of the University of Wisconsin System. Should an egregious security incident occur compromising WIDA's intellectual property remedies for violations will be governed by Wisconsin State Statutes.

This form must be signed by all individuals involved in the administration of the ACCESS 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)

- I completed all ACCESS training as provided by CDE and the assessment vendor.
- I will use the *Colorado Assessment Resources* and *WIDA District and School Test Coordinator Manual 2023–2024*, and the *WIDA AMS User Guide*, and will maintain all identified security measures and administration policies and procedures as identified by CDE and WIDA.
- I will establish and carry out a district security plan.
- I will provide training to all Sensitive Data personnel, DTCs, and SACs in my district regarding test security, administration policies, and procedures.
- I will collect, inventory, and follow all chain of custody requirements of state secure standardized test materials.
- I will report testing irregularities or security breaches to CDE.
- I will report missing test materials to CDE and report them in WIDA AMS.

Sensitive Data

- I completed all ACCESS training as provided by the DAC.
- I read the *WIDA AMS User Guide* and will maintain all identified security measures and administration policies and procedures as identified by CDE and WIDA, as they apply to my role.

District Technology Coordinators (DTCs)

- I completed all ACCESS training as provided by CDE, DRC/WIDA and the DAC.
- I read/will read the appropriate sections of the *WIDA AMS User Guide* and maintain all Colorado standardized assessment administration policies and procedures, and student security measures.

School Assessment Coordinators (SACs)

- I completed all ACCESS training as provided by the DAC.
- I will use the *Colorado Assessment Resources* and *WIDA District and School Test Coordinator Manual 2023–2024*, and the *WIDA AMS User Guide*, and will maintain all identified security measures and administration policies and procedures as identified by CDE and WIDA.
- I will establish and carry out a school security plan.
- I will train all Test Administrators regarding test security, administration policies, and procedures.
- I will not remove secure test materials from the school's campus unless returning the materials to the DAC.
- I will collect, inventory, and follow all chain of custody requirements as determined by the district.
 - I understand the online grades 4–12 script is not secure and that all other scripts are secure and need to be returned to DRC.
- I will report testing irregularities or security breaches to the DAC.

ACCESS Test Administrators

- I completed all ACCESS Test Administrator training as provided by the SAC.
- I will use the *Colorado Assessment Resources* and *WIDA District and School Test Coordinator Manual 2023–2024*, and the *WIDA AMS User Guide*, and will maintain all identified security measures and administration policies and procedures as identified by CDE and WIDA.
- I completed all appropriate ACCESS Test Administrator training modules provided on the WIDA secure portal.
- I passed the ACCESS appropriate quiz(zes) as required by CDE and WIDA.
- I will maintain security measures and administration policies and procedures identified by CDE and WIDA.
- I will not remove secure test materials from the school's campus.
- I will not leave test materials unattended or fail to keep test materials secure when in my possession.
- I will not coach students (e.g., give students verbal or non-verbal cues) during testing, or alter or otherwise interfere with students' responses in any way.
- I will not engage in activities that will result in lack of supervision of students at any time (e.g., use a cell phone or other prohibited electronic device [unless for purposes of communicating with the SAC, DTC, or technology support], check email, grade papers), including leaving students unattended at any time during the test session.
- I will not allow students to communicate with each other in any way or cause disturbances at any time during the test session.
- I will not allow students to use cell phones or other prohibited materials and electronic devices (e.g., smartphones, smart watches, tablets, etc.) at any time during the test session.
- I will not encourage students to finish any test early.
- I will not provide students with more time than is appropriate for testing, using WIDA estimated testing time as a guide and allowing reasonable extended time for any student with that accommodation listed in their approved IEP or 504.
- I will collect, inventory, and follow all secure chain of custody requirements as determined by the school/district.
 - I understand the online grades 4–12 script is not secure and that all other scripts are secure and need to be returned to DRC.
- I will not actively read (except when viewing student responses for accommodation purposes, such as scribing or transcription), view, or comment on student responses.
 - Some ACCESS assessments (Kindergarten, Alternate, paper Speaking and Reading, grades 1–3 Writing) and accommodations require Test Administrators, to view, read, or listen to test content, and/or transcribe student responses. If I am administering such assessment or accommodation, I will not disclose any test content to which I had access.
- I will report testing irregularities or security breaches to the SAC.

All individuals involved in ACCESS administration

- I will not actively read or view the assessment items or content before, during, or after testing except as necessary for assessment administration or accommodation delivery.
- I will not copy or otherwise reproduce **any part of** secure test materials including test stimuli, test items, and student responses or save any part of the assessments.
- I will not discuss the content of the assessments with anyone, including students or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
- I will not engage in any activity that will adversely affect the validity, reliability, or fairness of the test(s).
- I acknowledge the information above, pertaining to my role(s) in the ACCESS assessment administration, and agree to all the statements associated with my role(s). I also acknowledge that a failure to abide by the terms of this agreement may result in serious consequences, as described above.
- I acknowledge that I have/will read and will follow guidance and expectations set forth in the ACCESS Manuals, DRC WIDA AMS User Guide, and the *Colorado Assessment Resources* as they apply to my role(s).

In the spaces below, indicate your role(s) in the administration, print your name, sign, and date the form.

Role (check all that apply):

- School Assessment Coordinator Sensitive Data DAC (submit electronically, see below)
- District Technology Coordinator Other _____
- Test Administrator (select test, select all that apply)
- ACCESS for ELLs
 - Kindergarten ACCESS
 - Alternate ACCESS

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

SAC, Sensitive Data – Submit signed Security Agreement to the DAC.

Test Administrator, STC – Submit signed Security Agreement to the SAC.

The district/school must physically or electronically maintain signed Security Agreements for 3 years.