



ADAM User Guide

WIDA MODEL Online

Grades 1–12

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Section 1: Overview

This ADAM User Guide for WIDA MODEL Online Grades 1–12 explains how to assign tests to students, add accommodations when applicable, create proctor groups, score the writing domain test, and download score reports.

This guide is intended for WIDA MODEL Online account, district, school and test administrators. Additional platform training and technology documentation is available in the [WIDA MODEL Resource Center](#).

Overview of the WIDA MODEL Online Assessment

WIDA MODEL Online is an English language proficiency assessment for Grades 1–12 that tests the four domains of Listening, Speaking, Reading and Writing, helping educators monitor student progress and inform instruction.

Get Support

Pearson customer support is available Monday – Friday from 7:00 am - 6:00 pm (CT) via telephone, webform, and chat.

- Phone: 1 (802) 552-3309
- [Support Webform](#): Please include your school and account name in the communication.
- Chat: Please include First Name, Last Name, Email, Phone Number, Description, and School in the form.

Components of the Assessment Platform

There are three main components used to deliver the WIDA MODEL Online Grades 1–12 assessment:

- **LaunchPad**: The login and rostering platform. MODEL Online users log in and add school organizations, administrator users and students to ADAM via LaunchPad. Once a school, administrator or student is added in LaunchPad, the information automatically syncs over to ADAM.
- **TestNav**: The student test delivery application. All four MODEL Online language domain tests (Listening, Reading, Speaking, and Writing) are administered using the TestNav application.
- **ADAM**: The subject of this guide, ADAM, is the WIDA MODEL Online test management platform administrators use to monitor and manage the assessment. Depending on their role, users in ADAM can:
 - Assign tests to students.
 - Assign accommodations to students with documented IEPs or 504 Plans.

- Create proctor groups for the administration of Speaking, Listening, Writing, and Reading domain tests.
- Monitor student progress through each domain test using the proctor dashboard.
- Score the Writing domain test.
- View and download student score reports.
- View available test licenses and Order History.

Overview of User Roles

The system supports multiple user roles, each with specific access permissions. In this guide, ‘administrator’ is used to collectively refer to all four types of non-student users. All administrator roles have permission to view and download training materials, create proctor groups, add students to proctor groups, administer the test to students, score student writing responses, and view performance reports.

- **Account Administrator:** The account administrator receives the initial login when a MODEL Online account is created. The account administrator has access to all features of LaunchPad and ADAM, including all permissions assigned to district, school, and test administrators. Upon account creation, the account administrator adds other, lower-level administrator users as needed. There is a single account administrator for each MODEL Online account.
- **District Administrator:** District administrators create school organizations in LaunchPad, and can add other district, school, and test administrator users as needed. District administrators can also add students, update student information, and assign accommodations. They may assign tests, create proctor groups, administer tests, score writing responses and view performance reports and report assets for the organization(s) to which they are assigned. District administrators can also view test licenses and order history in ADAM, as well as progress and activity reports.
- **School Administrator:** School administrators can add other school or test administrator users as needed. School administrators can also add students, update student information, and assign accommodations. They may assign tests, create proctor groups, administer tests, score writing responses and view performance reports and report assets for the organization(s) to which they are assigned. School administrators can also view test licenses and order history in ADAM, as well as progress reports.
- **Test Administrator:** Test administrators can create proctor groups, administer tests, score writing responses and view performance reports for the organization(s) to which they are assigned. Test administrators are not able to add students, edit student information, assign or unassign tests, assign accommodations, or view order history.

Capability	Account Administrator	District Administrator	School Administrator	Test Administrator
Account owner. Receives initial login information when a MODEL Online account is created	X			
Can post bulletins to the ADAM home page	X			
Can create school organizations in LaunchPad	X	X		
Can view Activity Reports in ADAM	X	X		
Can view Progress Reports in ADAM	X	X	X	
Can add other administrator users in LaunchPad	X	X	X	
Can roster (add) students to LaunchPad and edit student information	X	X	X	
Can assign student accommodations in ADAM	X	X	X	
Can view Test Licenses and Order History in ADAM	X	X	X	
Can assign and unassign tests in ADAM	X	X	X	
Can view and download report files from Report Assets in ADAM	X	X	X	X
Can create and add students to proctor groups in ADAM	X	X	X	X
Can proctor tests via the ADAM proctor dashboard	X	X	X	X
Can score writing responses in ADAM	X	X	X	X
Can view and download training and administration materials posted to the ADAM home page	X	X	X	X
Can view Performance reports and download Individual Student Reports in ADAM	X	X	X	X

Log In to ADAM and Locate Resources

LaunchPad is where all non-student users (administrators) log in to the test management platform, ADAM.

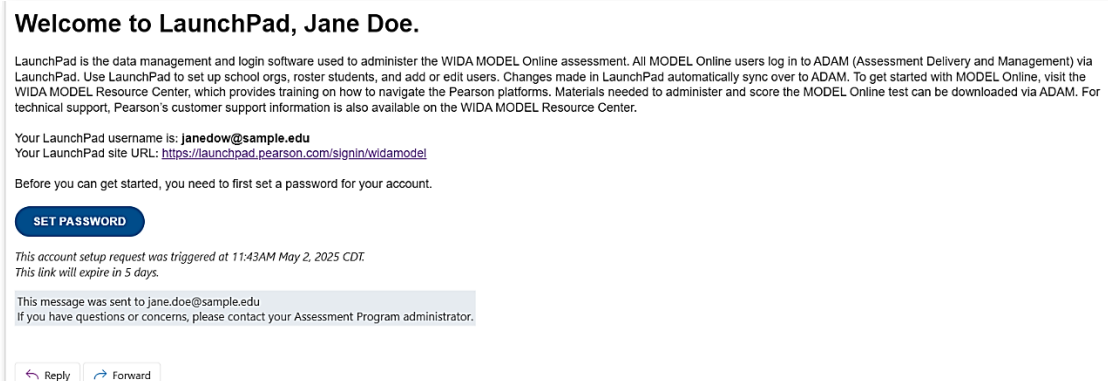
Initial Login to LaunchPad

All administrators receive an email from 'Pearson LaunchPad' (noreply@mail.launchpad.pearson.com) with the subject line 'Account information for WIDA MODEL Online'. This email includes instructions to log in to LaunchPad and set a password.

- When a MODEL Online account is created, one account administrator is automatically added to LaunchPad. A welcome email is sent to the account administrator.
- Welcome emails to other users are triggered when an administrator creates a new user in LaunchPad. New users should check spam and confirm with the administrator who added them to LaunchPad if not found.

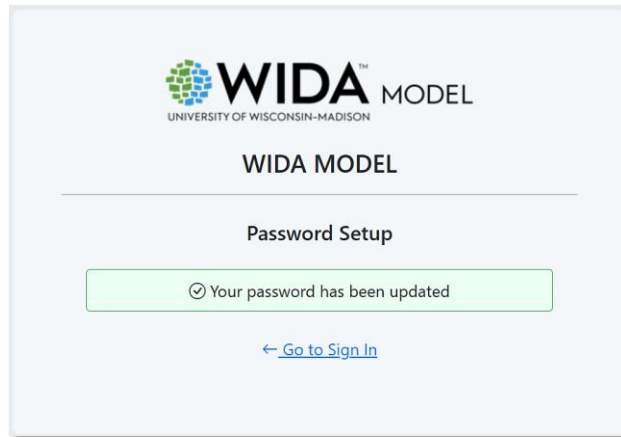
To log in to LaunchPad for the first time:

1. Locate the welcome email.
2. Read the instructions in the email.
3. Select **Set Password**.



*If it has been more than five days since the email was sent, the Set Password link has expired. Navigate to the [LaunchPad login page](#) and select **First Time Sign In / Reset Password**. Enter the LaunchPad username provided in the welcome email and select **Send Email**. This will resend the welcome email. You may also reach out to a higher-level administrator within your account who can send a new welcome email. If you are the account administrator, contact Pearson Customer Support.

4. Create a password using the provided password requirements.
5. Confirm the password.
6. Select **Save New Password**.
7. Make note of the username and password in a secure location for future reference.
8. After saving the new password, a confirmation message confirms success. Select **Go to Sign In**.



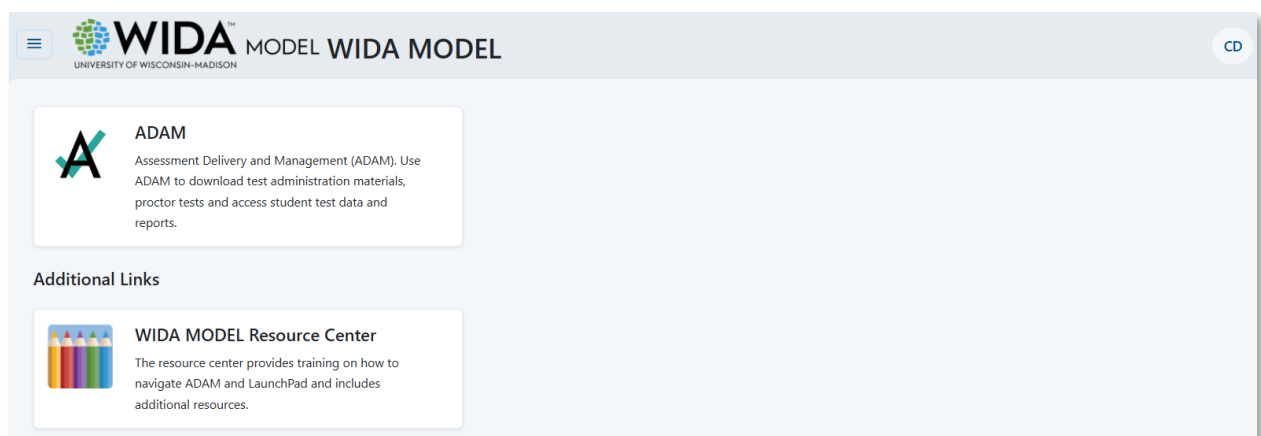
Forgotten Username or Password

- To recover a forgotten username, locate it in the welcome email. If not found, reach out to a higher-level administrator or Pearson customer support.
- To reset a forgotten password, go to the [WIDA MODEL LaunchPad](#) login page and select the **First Time Sign In / Reset Password** link.

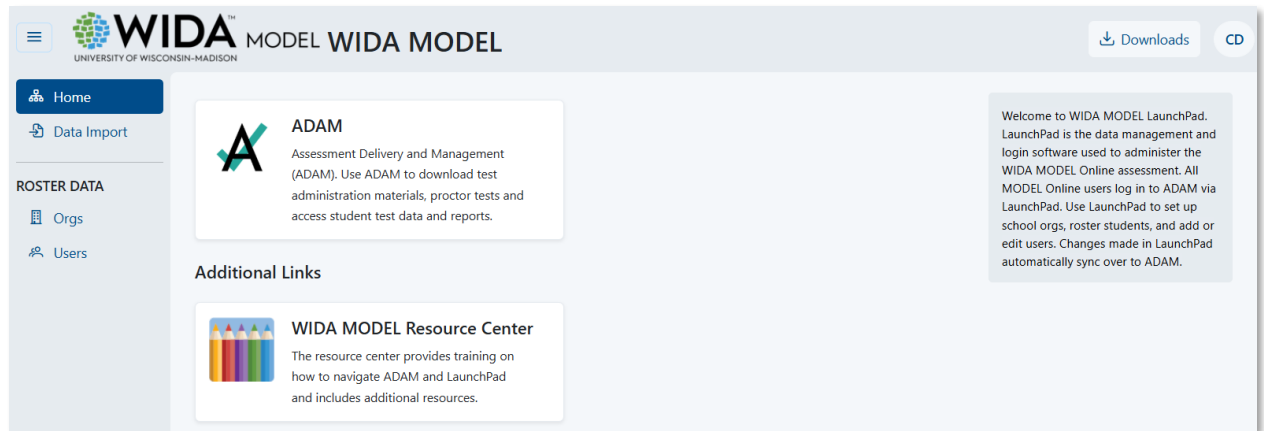
About the LaunchPad Dashboard

The LaunchPad dashboard provides links to:

- ADAM, the WIDA MODEL test management platform.
- The [WIDA MODEL Resource Center](#).
- Rostering tools to add schools, administrators, and students via the left-hand navigation menu. (These will not be visible to test administrators.) See also: *LaunchPad User Guide*, available on this page: [Technology Setup | WIDA MODEL Resource Center](#).



Sample Test Administrator Home Page

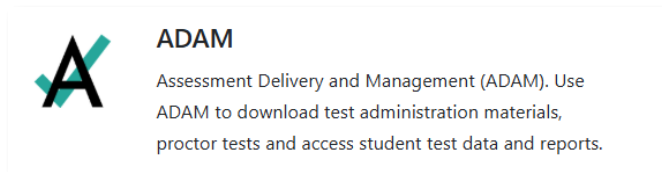


Sample District Administrator Home Page

Log in to ADAM via LaunchPad

To access LaunchPad:

1. Navigate to the [WIDA MODEL LaunchPad site](#).
2. Bookmark the page for future use.
3. Enter your Username and Password.
4. Select **Sign in** to access the LaunchPad Dashboard.
5. Select the ADAM tile to access ADAM.



Test Administration Materials

Test administration materials are available for download via the ADAM home page. Materials include:

- The WIDA MODEL Online Test Administrator Manual (TAM)
 - Read about MODEL Online test administration procedures in the TAM.
- Speaking Test Administrator Scripts for all grade-level clusters
- Student Writing Response Forms for students in grades 1–2 and 3–5
- Scoring training materials for the Speaking and Writing domains tests for all grade-level clusters
- Links to the WIDA MODEL Speaking and Writing rubrics, and
- Other ancillary materials are available by domain and grade cluster.

Section 2: Assign Student Accommodations

Accommodations can be assigned by account, district or school administrators to student records in ADAM. They can be assigned before or after students are assigned to tests, so long as it is before testing begins. Depending on the accommodation, an accommodation can be made available for all four domains, or only specific ones. For example, a student could have 'Extended testing of a test domain over multiple days' for only Writing and Reading. Accommodations may be assigned per student in the **Student Assignments** or **Rostering** area, or for multiple students via a file upload. For detailed information about all available accommodations, refer to the MODEL Online Test Administrator Manual (TAM) available for download from the ADAM home page.

Add Accommodations One Student at a Time (via Orgs and Users > Users)

For a small number of students, it is fastest to make accommodation changes per student.

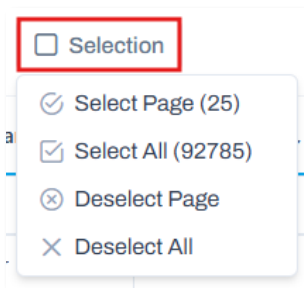
1. Select **Orgs and Users > Users**.
2. Expand the filter menu on the left and search for the student.
3. Select the three-dot **Actions** menu for the student then select **Edit**.
4. Select **Accommodations**.
5. Select **Edit**.
6. Select the accommodation value or checkbox to assign a specific accommodation.
 - For each accommodation that should be assigned to the student, select the checkbox under each domain it should be assigned for.
 - 'Repeat Item Audio' has a menu selection option instead of a checkbox. Select '2' to enable this accommodation.
 - Checkboxes or menu selections that are grayed out are not available for the domain.
 - As a shortcut, when selecting an accommodation for the Listening domain, select the **Apply to All** icon to select the accommodation for the other domains (if available).
7. When done adding accommodations, select **Save**. The selected accommodations now appear as part of the student's record.

Sample Accommodations Configuration

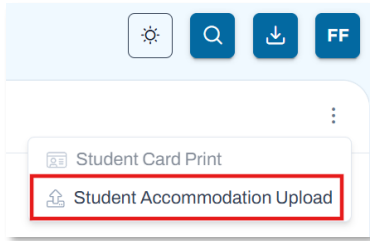
Assign Accommodations via File Upload

If there are more than a few students needing accommodations, a file upload may be faster.

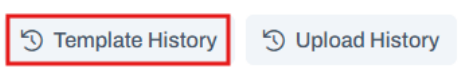
1. Select **Orgs and Users > Users**.
2. Expand the filter menu on the left then select **Student** from the Role dropdown to filter the list. Optionally, add additional filters for **Grades** or **Organization**.
3. Select the checkbox in front of each student to update, or select the menu at the top of the list to select all students, or only those on the current page. If changing the selection, it may be necessary to deselect first. It is fine to include students here who will not need an accommodation as you will make the actual assignments in a later step.



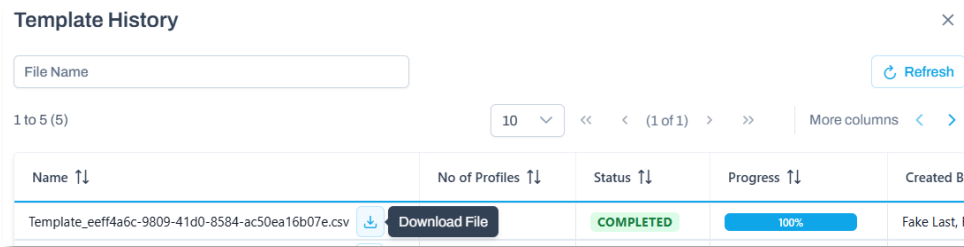
4. With students now selected, select the three-dot **Actions** menu at the top right of the page, then select **Student Accommodation Upload**.



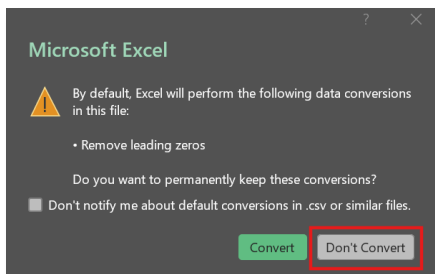
5. Read and follow the on-screen instructions. Select the **Download Template** button.
6. Select **Template History** to retrieve the template which will list each selected student. On the Template History page, sort by Created date to locate the template you just created.



7. Download the template. Note that each student will be included in the template four times total, once for each domain.



8. Open the downloaded file. If an Excel message appears concerning leading zeros, select **Don't Convert**. Do not change the first-row header or any of the values other than the accommodation assignments.



9. Notice how each student has one row per domain. Add accommodations as needed:
 - Resize the columns to more easily view the accommodation names.
 - Enter a **1** for each applicable domain under the appropriate accommodation. For the **Repeat Item Audio** accommodation only, enter a **2** instead.
 - Any previously added accommodations are indicated with a 1 (or 2). Removing the value from any accommodation cell will disable it.
 - For students who do not require an accommodation, no action is required.

- Cells marked **NA** indicate that the accommodation is not available for that domain. Any changes made to these cells will be ignored in the upload.

Important: Do not make any changes to the header row, or to columns A – H.

	A	B	C	D	E	F	G	H	I	J	K	L	M		
1	sourcedId	orgName	identif	familyNa	givenNa	mid	grac	profileNan	Extended t	In-Person	Interpreter	Repeat In-	Repeat Item	Audio - 2	Sc
2	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03		Listening							
3	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03		Reading		NA		NA	NA		
4	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03		Writing		1			NA		
5	lpi:prd:5ec	Sample Ce	207	Drew	Nancy	03		Speaking		NA			NA		NA
6	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03		Listening						2	
7	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03		Reading		NA		NA	NA		
8	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03		Writing					NA		
9	lpi:prd:5ec	Sample Ce	210	Gale	Dorothy	03		Speaking		NA			NA		NA

- Save the completed file in CSV format.
- Return to the Student Accommodation Upload screen. (**Orgs and Users > Users > Actions menu > Student Accommodation Upload**)
- Browse for or drag and drop the files into the space provided. Select the green **Upload File** icon to upload the file. If there are errors in the file, a validation error message appears with a link to **Download CSV with Errors**; this file has an additional errors column with a description of each error.
- If needed, fix the errors and reupload the file.

←

Student Accommodation Upload

Template History

Upload History

Follow the instructions to modify accommodations on students in ADAM.

Step 1

Click the button to download the template file.

Visible Accommodations

1. Extended testing of a test domain over multiple days

2. In-Person Human Reader

3. Interpreter signs test directions

4. Repeat In-Person Human Reader

5. Repeat Item Audio - 2

6. Scribe

7. Test administered in a non-school setting

8. Unlimited Writing Response Time (Part A) [Temporarily Unavailable]

Download Template

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template_<uid>.csv (e.g., Template_9f7a5378-3f32-4f6b-92bf-f0351565c38c.csv)

Step 2

Open the file using Sheets, Numbers, or Excel.

Each student has a row for each of the Profile types.

Place a 1 in the cell to enable the accommodation.

Place either a 0 or set the cell to blank to turn off the accommodation.

If an accommodation type has multiple columns associated with it (e.g., Closed Caption - English and Closed Caption - Spanish), only one of the columns can be enabled.

Save the modified file as a .csv (comma-separated values)

Step 3

Upload the modified file into ADAM.

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✖

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Drag and drop files here or click to browse

Accommodations Upload Instructions Screen

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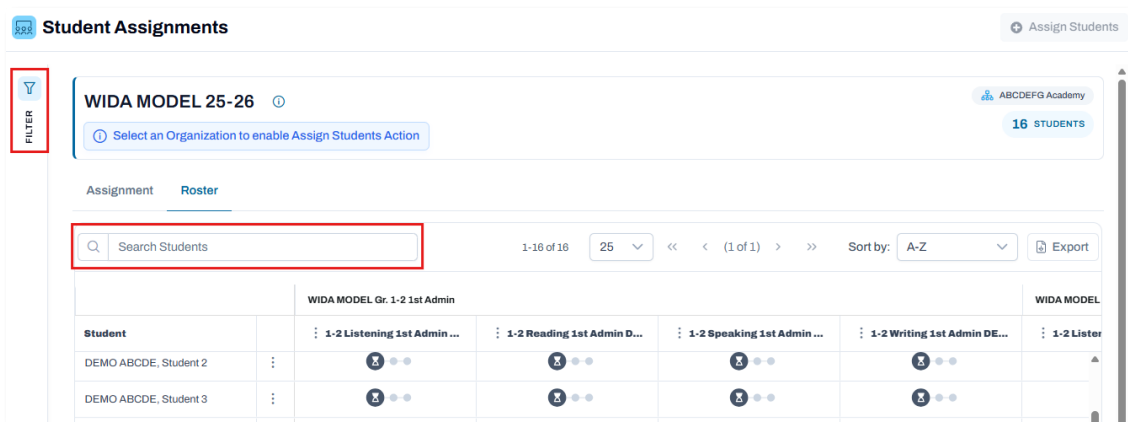
Add Accommodations One Student at a Time (via Student Assignments)

For a small number of students, it is fastest to make accommodation changes per student once students have been assigned to tests.

1. Select **Testing > Student Assignments**.
2. Select the **Roster** view.



3. Locate a student, using the **Search** box if needed. Users with access to multiple schools may need to select a different school by selecting **Filter** then the **Scope** menu.



4. From the three-dot **Actions** menu next to the student's name, select **Edit Accommodations**.



5. In the Modify Accommodations window, select **Edit**.
6. Select the accommodation value or checkbox to assign a specific accommodation.
 - For each accommodation that should be assigned to the student, select the checkbox under each domain it should be assigned for.
 - 'Repeat Item Audio' has a menu selection option instead of a checkbox. Select '2' to enable this accommodation.
 - Checkboxes or menu selections that are grayed out are not available for the domain.
 - As a shortcut, when selecting an accommodation for the Listening domain, select the **Apply to All** icon to select the accommodation for the other three domains as well (if applicable and available).

← Edit User: DEMO ABCDE, Student 10 (DEMO ABCDE 10) ✓ Save

Information
Accommodations
Administrations
Demographics
User History

Accommodations

View
Edit

Filter by Accommodation...

Collapse All

Listening 1 selected
Apply to All
Reading 0 selected
Writing 2 selected
Speaking 0 selected

Repeat Item Audio If selected, the student will have the corresponding Repeat Audio Item accommodation.	None	>	None	None	None
Local Accommodations					
In-Person Human Reader If checked the student will be indicated for In-Person Human Reader.	☒	>	☐	☒	☐
Repeat In-Person Human Reader If checked the student will be indicated for Repeat In-Person Human Reader.	☐	>	☐	☐	☐
Scribe If checked the student will be indicated for Scribe.	☐	>	☐	☐	☐

- When you are done adding accommodations, select **Save**.

View Assigned Accommodations in Student Assignments

The Assignment view in Student Assignments indicates what accommodations are currently assigned to each student.

- Select **Testing > Student Assignments**.
- In the **Assignment** view, select a domain test administration (e.g. 3-5 Listening 1st Admin).
- Select the value in the Accommodations column to see a full list of accommodation(s) assigned to the student for that domain.

Assignment Details: WIDA MODEL 25-26

Session Status
130 TOTAL
9 SUBMITTED
5 STARTED
116 NOT STARTED

Score Status
9 SCORING COMPLETE
0 TOTAL SCORE PENDING

Search Students

Refresh

1 to 25 (130) 25 << < (1 of 6) > >>

Student ↑↓	Test Progress ↑↓	Form ↓	Accommodations
Riley, Alyssa		Grades 6-8 Listening	A In-Person Human Reader +2
Newton, Alysha		Grades 6-8 Listening	A
Hartman, Daisie		Grades 6-8 Listening	
Hunt, Alex		Grades 6-8 Listening	
Mata, Fay		Grades 6-8 Listening	

Accommodation

- In-Person Human Reader
- Repeat In-Person Human Reader
- Scribe

Section 3: View Test Licenses and Order History

Account, district and school administrators can view their account order history for WIDA MODEL Online licenses as well as see the number of licenses currently available for use. The Order History screen displays all WIDA MODEL Online test licenses available for a given account.

MODEL Online test licenses are single use. Each license is valid for one administration (battery) of all four domain tests (Listening, Reading, Writing, Speaking) per student. A license is consumed when the first domain test of the battery is started for a student. Example: If a district has 10 test licenses, this means 10 students can be tested. Once one student starts a domain test (e.g. Listening), the number of licenses left is nine. **Note:** It can take up to 15 minutes for licenses to be added to an account after an online order is placed.

On the Order History screen, the licenses summary box displays the license count by status.

- **Total Ordered:** Total number of MODEL Online licenses purchased and loaded to the ADAM platform.
- **Available:** Count of licenses that have not yet been reserved or consumed (that is, licenses that have been purchased but not yet assigned to students).
- **Reserved:** Count of licenses that have been moved to a reserved status as a result of tests being assigned to students in which the first domain has not been started.
- **Consumed:** Count of licenses that have been consumed by students (a license is consumed when the first domain test is started for a student).
- **Expired:** Count of licenses that have expired.

Licenses

TOTAL ORDERED	AVAILABLE	RESERVED	CONSUMED	EXPIRED
251346	139313	26632	50567	34822

View Order History

To view orders:

1. Select **Test Licenses > Order History**. Account administrators who are assigned to multiple accounts can filter the list by account name. District and school administrators can filter by transaction type.

Transaction Types:

- **Expired:** Licenses that were not used before the expiration date
- **Ordered:** Licenses added through new orders, and licenses carried over to ADAM during the transition
- **Reserved:** Licenses reserved as a result of test assignment
- **Unreserved:** Licenses returned to an available status as a result of tests being unassigned

Order History

Filter

Account

All

Transaction Type

Ordered

All

Expired

Ordered

Reserved

UnReserved

Licenses

TOTAL ORDERED

23309

AVAILABLE

22390

RESERVED

427

CONSUMED

285

EXPIRED

207

Refresh

251 to 275 (2216)

25

<<

<

(11 of 89)

>

>>

More columns

Account Name ↑↓	Account Admin ↑↓	Order Number	Transaction Type ↑↓	Transaction Date ↑↓	
Billings School District BillingsSchoolDistrict		AT-013127	ORDERED	05/06/2026 8:58:03 AM	⋮
Billings School District BillingsSchoolDistrict		AT-013127	ORDERED	05/16/2026 11:58:03 PM	⋮

- In the **Actions** column, select the three-dot Actions menu then the **More Info** button to open details about the order.

1 to 25 (382)

25

<<

<

(1 of 16)

>

>>

More columns

Account Name ↑↓	Account Admin ↑↓	Order Number	Transaction Type ↑↓	Transaction Date ↑↓	Licenses Added ↑↓	Licenses Available ↑↓	
Billings School District BillingsSchoolDistrict		AT-013127	ORDERED	04/08/2026	10	10	⋮
Billings School District BillingsSchoolDistrict		AT-013127	ORDERED	04/05/2026	10	10	⋮

More Info

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Section 4: Assign Tests to Students

A set of four domain tests (Listening, Reading, Speaking, Writing) is called a battery in ADAM. In order to test, a student must be assigned to a battery corresponding to their grade level. Students must be assigned to all four domain tests, even if you plan to administer fewer than four domains. Account, district and school administrators have permissions to perform this task.

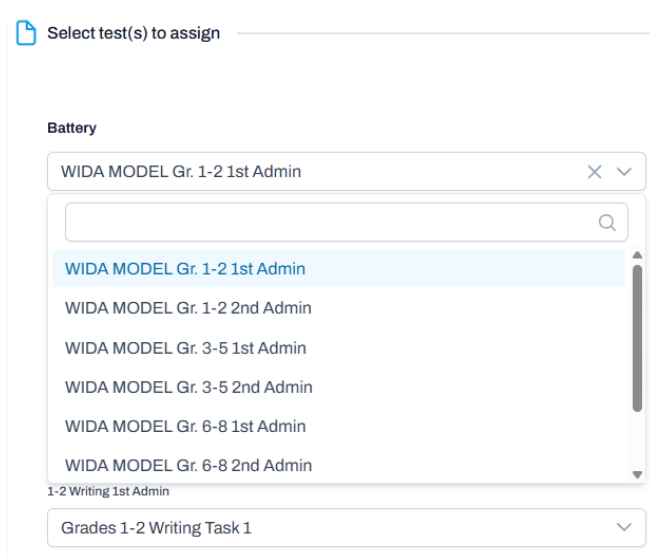
Students in grades 1 and 2 are only eligible to take the grades 1–2 test. Grade 3, 4, and 5 students must take the grades 3–5 test. Students in grades 6, 7, and 8 are only eligible to take the grades 6–8 test, and students in grades 9, 10, 11, and 12 must take the grades 9–12 test.

Important: Ensure the student’s grade level is up to date in LaunchPad before assigning them to a battery.

To assign tests to students:

1. Select **Testing > Student Assignments**.
2. Select the **+ Assign Students** button. For users with access to multiple accounts, ensure you select the desired organization (account) prior to assigning students. Expand the filter menu on the left and select the desired organization.
3. On the Assign Students page, select the **Battery** (set of four domain tests for the grade-level cluster) to assign, including administration information.

Note: Two MODEL grade-level cluster administrations are available for each academic year. If it is the first time the student will be administered MODEL this school year, assign them to the first administration. If it is the second time the student will be administered MODEL during the school year, assign the second administration. If an additional MODEL administration is required over the course of an academic year, contact Pearson customer support. In July, a new 1st Admin and 2nd Admin will become available for the next academic year.



Select test(s) to assign

Battery

WIDA MODEL Gr. 1-2 1st Admin

WIDA MODEL Gr. 1-2 2nd Admin

WIDA MODEL Gr. 3-5 1st Admin

WIDA MODEL Gr. 3-5 2nd Admin

WIDA MODEL Gr. 6-8 1st Admin

WIDA MODEL Gr. 6-8 2nd Admin

1-2 Writing 1st Admin

Grades 1-2 Writing Task 1

4. For the Speaking domain test, use the form selection menu to select the Speaking Set to assign. For the Writing domain test, use the form selection menu to select the Writing Task to assign. The choice of Speaking Set and Writing Task is available to provide some test content variation for any student who takes the same grade-level cluster more than once.
 - **Speaking Set:** For grades 1–2, there is one Speaking set (Speaking Set 1) which is administered to all students in the grade-level cluster. For grades 3–5, 6–8, and 9–12, there are two Speaking sets (Speaking Sets 1 and 2) to choose from. Often, an administrator will choose Speaking Set 1 for the first administration, or if the student is taking MODEL for the first time. Then, they will choose Speaking Set 2 for the second administration or if the student takes the same grade-level cluster test again. Speaking Set 1 and Speaking Set 2 are comparable in design and will result in similar overall scores, regardless of which set the student sees.
 - **Writing Task:** For all grade-level clusters, there are three options for Writing tasks (Writing Tasks 1, 2, and 3). Often, an administrator will choose Writing Task 1 if the student is taking MODEL for the first time. Then, they will choose another writing task if the student takes the same grade-level cluster test again. All three writing tasks are of approximately equal difficulty, so the choice of writing task will not impact the difficulty of the test.

Battery

WIDA MODEL Gr. 3-5 1st Admin

Select the form to assign for the following test(s)

3-5 Listening 1st Admin

Grades 3-5 Listening

Grades 3-5 Writing Task 1

Grades 3-5 Writing Task 2

Grades 3-5 Writing Task 3

Grades 3-5 Writing Task 1

5. Select **Continue**.
6. All students who are eligible to be assigned to the selected battery and have not already been assigned to the selected battery will appear.

- Expand the filter menu on the left and filter the list by school **Organization**. This is especially important if you have permissions for more than one school.

The filter menu is titled 'Filter' and contains three sections: 'Search Students' with a text input field, 'Grades' with a dropdown menu showing '06, 07, 08', and 'Organization' with a dropdown menu showing '6-12 Test Practice (6-1...'.

- Expand the filter menu on the left and filter the list by **Grade(s)** if desired.
- Type a student name in the search box, sort columns, scroll and navigate to additional pages as needed to locate a student to assign. Select one or more students in the first column.

The 'Assign Students' interface shows a search bar with '22450 WIDA MODEL licenses available' and '3 Student(s) selected'. Below the search bar is a table with columns: Student Name, Student ID, Grades, and Orgs. The table lists four students: Acosta, Sydney; Adighije, Duncan; Adighije, Duncan; and Adkins, Rhiannon. The first three students are selected, indicated by blue checkmarks in the first column.

	Student Name ↑↓	Student ID ↑↓	Grades ↑↓	Orgs ↑↓
☒	Acosta, Sydney	100000593	02	Elk Creek Elementary
☒	Adighije, Duncan	23022	01	ClassLink Elementary School
☒	Adighije, Duncan	23022	01	ClassLink Elementary School
☐	Adkins, Rhiannon	100000084	02	Deer Valley Elementary

- To assign the selected battery to all eligible students select the **Selection** menu then select **Select All**.

The selection menu is open, showing options: 'Select Page (25)', 'Select All (588)', 'Deselect Page', and 'Deselect All'. The 'Select All (588)' option is highlighted.

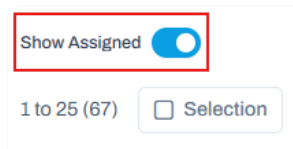
- The number of available licenses within the account and the number of students currently selected is displayed at the top left.

Note: A MODEL Online account has a pool of licenses that all schools within the account draw from. At the moment of assignment, available licenses move to a Reserved status and the number of licenses available is reduced.

9. Once finished selecting students, select **Save Assignment** at the top right of the page.
10. Once the assignment has been saved, you are returned to the Student Assignments page. The message in the grey box at the top right of the page confirms that the assignment has been processed.



11. To view and confirm the list of students assigned to a selected battery, return to the Assign Students page (**Testing > Student Assignments > + Assign Students**), select the battery, then select Continue. Toggle on **Show Assigned**, to view and confirm the list.



Un-assign Tests

In the event a student assigned to a battery will not be tested, remove their assignment. Note that a battery can only be unassigned if it has not yet been started. A battery cannot be unassigned if any domain test within the battery has been started and the license has been consumed. Once an assignment is removed, the reserved license is returned to the pool of available licenses. To reset or unassign a battery that has already been started, contact Pearson customer support.

1. Select **Testing > Student Assignments**.
2. Select the **+ Assign Students** button.
3. Select the **Battery** (grade-level cluster administration) currently assigned to the student.
4. Select **Continue**.
5. To view the list of students assigned to the selected battery toggle on **Show Assigned**.



Assign Students

Remove Assignment

Select test(s) to assign

22450 WIDA MODEL licenses available

2 Student(s) selected

Show Assigned ☒

Refresh

1 to 25 (111)

Selection

2 selected

25

<< < (1 of 5) > >>

	Student Name ↑↓	Student ID ↑↓	Grades ↑↓	Orgs ↑↓	Session Status ↑↓
☒	Acevedo, Amira	100000708	02	Acadia Elementary	Not Started
☒	Allen, Alistair	100000341	01	Westbridge Elementary	Not Started
☐	Ashley, Ariana	100000510	01	Elk Creek Elementary	Submitted

- Select the student or students who should have their assignment removed.
- Select **Remove Assignment** at the top right of the page.
- Once the assignment has been removed, you are returned to the Student Assignments page. The message in the grey box at the top right of the page confirms that the un-assignment has been processed.

WIDA Demo District

Processed 1 students (100%)

Section 5: Create Proctor Groups

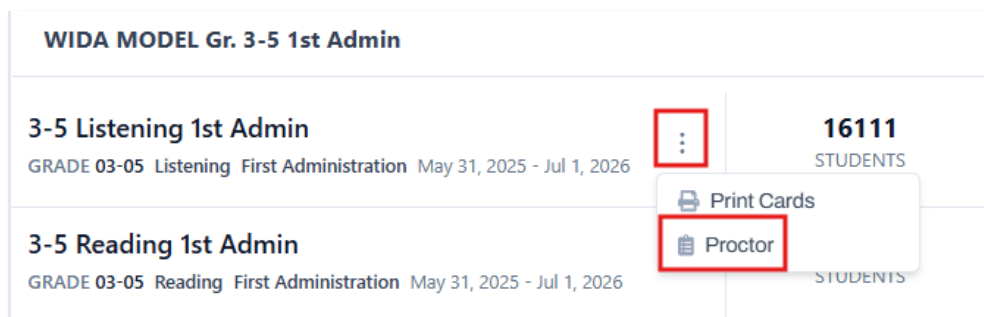
Proctor groups are groupings of students who may or may not be tested together. Once test licenses have been purchased and students have been assigned to tests, proctor groups can be created. Before creating proctor groups, establish a proctor group naming convention. Assign a unique name to each group to make it easier to locate and identify later.

Proctor groups in ADAM are flexible, which means students in a proctor group do not need to take the test at the same time.

Important: Though the Speaking domain test is administered individually, WIDA does not recommend creating separate proctor groups for each individual student. To administer the Speaking test, create a single Speaking proctor group and add all of the students you plan to test to that group. You can administer the test to an individual student when ready by simply logging them into TestNav.

To create a proctor group:

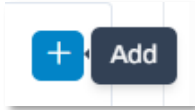
1. Select **Testing > Student Assignments**.
2. If you have access to more than one school, confirm a school is selected by expanding the filter menu on the left then selecting a school from the **Scope** menu.
3. Locate the specific domain administration you would like to create a proctor group for, e.g., 3–5 Listening 1st Admin. Select the three-dot **Actions** menu for the administration and then select **Proctor**.



4. On the Proctor Groups page, select **Create Group**.



5. On the Create Proctor Group page, enter a unique **Proctor Group Name**.
6. Select the **District** (account or parent org) and **School**. When an individual school has an account, their 'district' name may be the same as their school name.
7. To add students to the group, select the **+ (Add)** icon.



8. Select the **Add Students** button to add all displayed students (the number will reflect the number of students displayed on the page).
9. From the list of eligible students, select the student(s) to add to this group in the **Actions** column. Note that all students assigned to the selected battery will be available, even if they are currently in another proctor group. The student icon next to the student's name will indicate if they have already been added to a proctor group; if these students are added to a new proctor group, they will be removed from their previous group.

 Abdullahi	Shelton
Addie	Dixon

Selected students have a green checkmark. If the list is long, it may be helpful to:

- Search by student name.
- Filter by **Group assignment** status. Select **Unassigned** to only display students who have not yet been assigned to a proctor group.
- Search by a specific school, accommodation or grade. If you have permissions for more than one school, it is essential to select a school in the **Select Schools** menu.

Add Students
×

Grades
Accommodations
Select Accommodation(s)
Select Schools
Search by class...

(0) Students In Proctor Group

Search by student name...
Group assignment
All students
Add 25 Students
Refresh

26 to 50 (88)
25
<<
<
(2 of 4)
>
>>

First Name ↑↓	Last Name ↑↓	Identifier ↑↓	Organization ↑↓	Status ↓↑	Accommodations ↑↓	Actions
Brooklyn	Simon	100000378	 Westbridge Elementary	Not Started		+
 Austin	Velasquez	100000419	 Westbridge Elementary	Not Started		+
Aqsa	Crawford	100000345	 Westbridge Elementary	Not Started		+
Ana	Lawson	100000414	 Westbridge Elementary	Not Started		+
Annabella	Lewis	100000340	 Westbridge Elementary	Not Started		+
Bridget	Young	100000484	 Elk Creek Elementary	Not Started		+
Bernice	Conway	100000591	 Elk Creek Elementary	Not Started		+
Ayden	Lam	100000843	 Little Valley Elementary	Not Started		+

Close

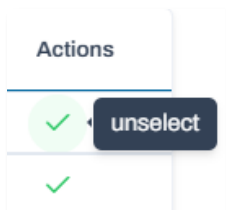
- Sort by column options:

First Name ↑↓	Last Name ↑↓	Identifier ↑↓	Organization ↑↓	Status ↑↓	Accommodations ↑↓	Actions
Alys	Koch	100000205	 Golden Oak Grammar School	Not Started		+

- Use the page navigation to see additional students, if applicable.

1 to 25 (88)						25	<<	<	(1 of 4)	>	>>
First Name ↓↑	Last Name ↑↓	Identifier ↑↓	Organization ↑↓	Status ↑↓	Accommodations ↑↓	Actions					

- Individual Students can be removed by selecting the corresponding check marks.



10. With student(s) added, select **Close** to return to the Create Proctor Group page where the selected students are now listed.
11. Select **Save** at the top right of the page.

Edit Existing Proctor Groups

To edit an existing proctor group:

1. Select **Testing > Student Assignments**.
2. Locate the specific domain administration you would like to edit a proctor group for (e.g., 1–2 Listening 1st Admin). Select the three-dot **Actions** menu for the administration, then select **Proctor**.

WIDA MODEL Gr. 3-5 1st Admin		
3-5 Listening 1st Admin		16111 STUDENTS
GRADE 03-05 Listening First Administration May 31, 2025 - Jul 1, 2026	⋮	
	Print Cards	
3-5 Reading 1st Admin	Proctor	
GRADE 03-05 Reading First Administration May 31, 2025 - Jul 1, 2026		

3. Locate the proctor group you would like to edit. Select the three-dot **Actions** menu then select **Students**.

Name ↑↓	Testing School ↑↓	Students	Test Code	Test Progress	Active	
PDT Eagle Eyes	Independence Secondary School	11	C4HS53		☒	⋮
Joy Deer Valley	Enterprise High	9	4UD5RT		☒	Students
JJTestGroup	Sunshine Middle School	0	ZFDM5V	No Sessions	☒	Proctor

4. From the Students screen, select **Edit Proctor Group**.

← | **Students: PDT Eagle Eyes: Students** Edit Proctor Group

11 Students **1** Accommodated **10** Regular

FORM TYPE

View by Form Type: Select

TEST CODE
C4HS53

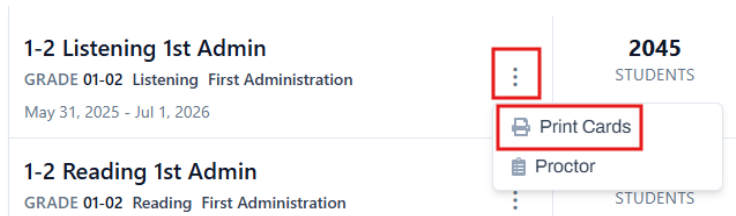
5. Make changes as needed:
- Edit the **Proctor Group Name**.
 - Remove students by selecting **Delete** in the three-dot **Actions** menu. Only students in a 'Not Started' test status can be removed.
 - Add additional students by selecting **+ (Add)**.
6. Once all edits are complete, select **Save**.

Section 6: Print Test Cards

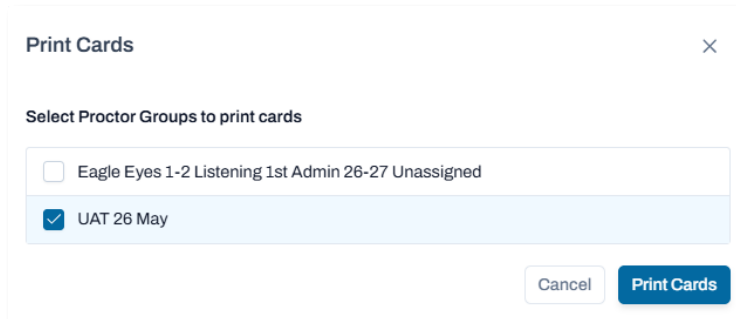
Students will need a printed test card (i.e., test ticket) with their test code and login credentials to log in to TestNav to take their MODEL Online domain test. Any administrator can print test cards for students once students have been added to a proctor group.

To print test cards:

1. Select **Testing > Student Assignments**.
2. Locate the specific domain administration you would like to print test cards for (e.g., 1–2 Listening 1st Admin). Then select the three-dot **Actions** menu for the administration and select **Print Cards**.

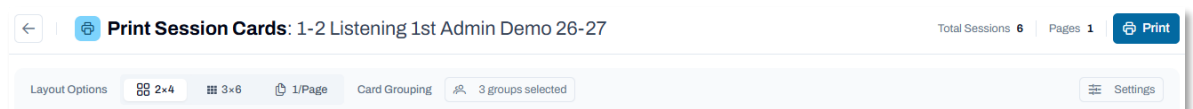


3. In the Print Cards window, select the desired proctor group(s).



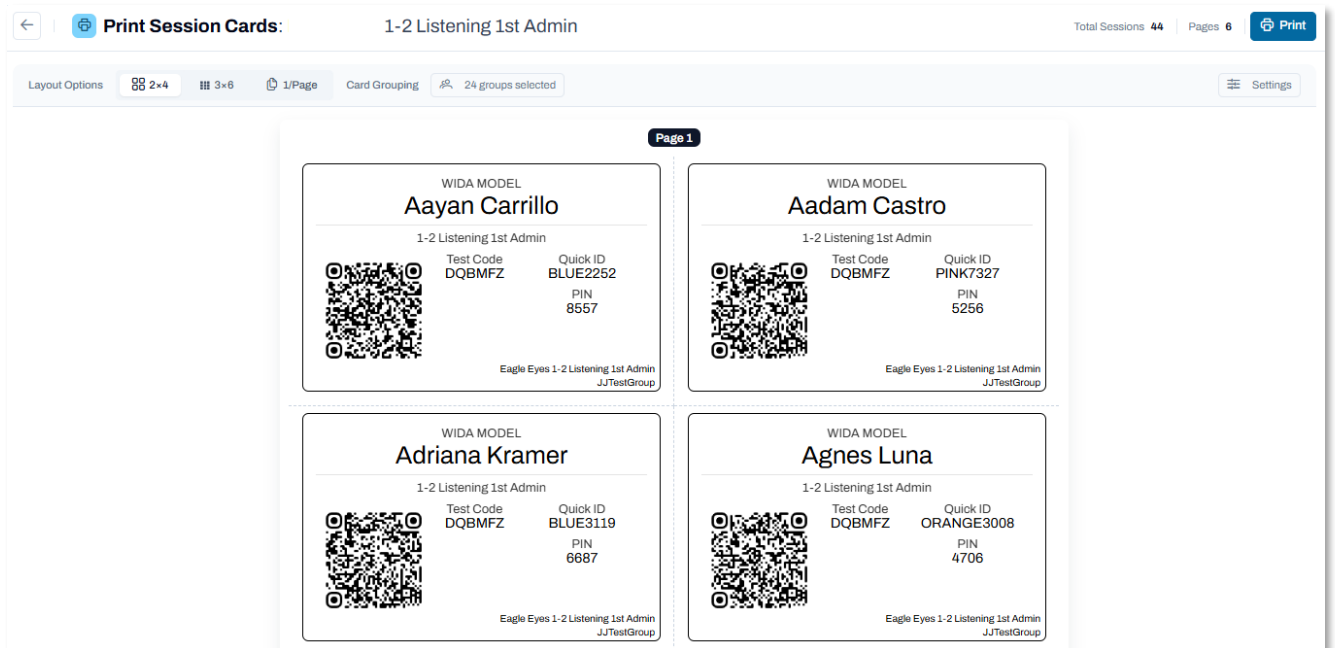
Note: The ‘Unassigned’ proctor group selection includes all students who have not yet been added to a proctor group for the domain test. Test cards for ‘unassigned’ students do not include a test code. A proctor group for the domain test must be created to generate a test code.

4. Select **Print Cards**.
5. On the Print Session Cards page, select from the various formatting options.
 - Select from the following layout options (2x4, 3x6, or 1 per page).



- Select **Settings** to view additional print settings.
 - Under Card Display, toggle **Show Borders** on to include dashed borders (guides for cutting the cards).

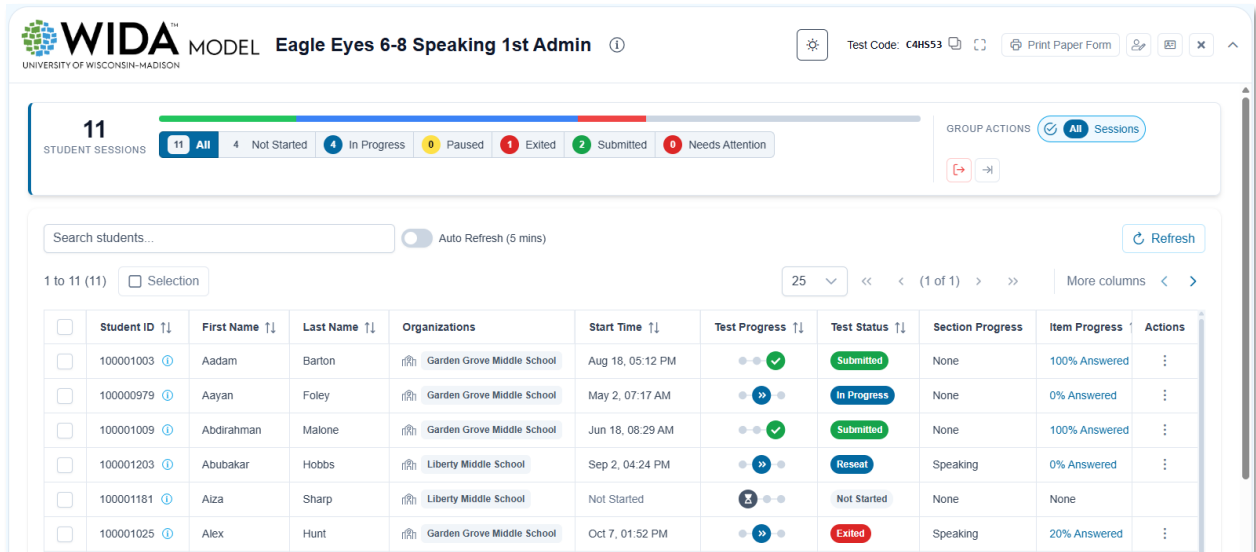
- Under Card Grouping, select **Sequential** to include multiple test cards per page. Select **Stacked** to print one test card per page.
- Under Roster Pages, toggle **Include Roster Page** on to include a title page for each proctor group. The title page includes the student roster, login credentials and accommodations for each student, and the test code. Note that a test code does not appear for students who have not yet been assigned to a proctor group. Toggle **Display Accommodations in New Line** on to view each student's list of accommodations in full on the title page.
- Select **Print**.



Sample Print Session Cards page

Section 7: Proctor Dashboard

All MODEL Online domain tests are administered and managed through the ADAM Proctor Dashboard.



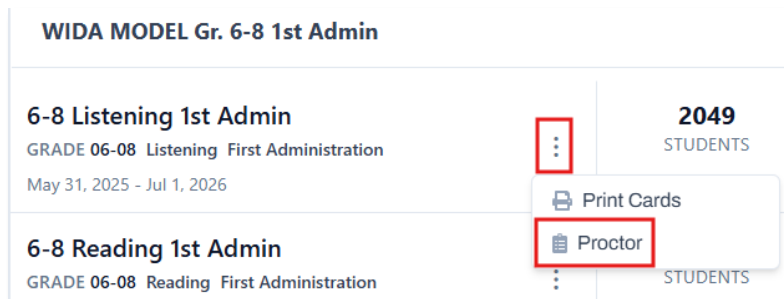
Student ID	First Name	Last Name	Organizations	Start Time	Test Progress	Test Status	Section Progress	Item Progress	Actions
100001003	Aadam	Barton	Garden Grove Middle School	Aug 18, 05:12 PM	100%	Submitted	None	100% Answered	
100000979	Aayan	Foley	Garden Grove Middle School	May 2, 07:17 AM	50%	In Progress	None	0% Answered	
100001009	Abdirahman	Malone	Garden Grove Middle School	Jun 18, 08:29 AM	100%	Submitted	None	100% Answered	
100001203	Abubakar	Hobbs	Liberty Middle School	Sep 2, 04:24 PM	50%	Reseat	Speaking	0% Answered	
100001181	Aiza	Sharp	Liberty Middle School	Not Started	0%	Not Started	None	None	
100001025	Alex	Hunt	Garden Grove Middle School	Oct 7, 01:52 PM	20%	Exited	Speaking	20% Answered	

Sample Proctor Dashboard

Access the Proctor Dashboard

To access the proctor dashboard:

1. Select **Testing > Student Assignments**.
2. Locate the specific domain administration you would like to proctor a test for (e.g., 6–8 Listening 1st Admin). Then select the three-dot Actions menu for the administration and select **Proctor**.



3. On the Proctor Groups screen, locate the desired proctor group. Then select the three-dot Actions menu and select **Proctor**.

16 PROCTOR GROUPS		125 TOTAL STUDENTS		17 ASSIGNED		108 UNASSIGNED	
1 to 16 (16)		20		<< < (1 of 1) > >>		More columns < >	
Name ↑↓	Testing School ↑↓	Students	Test Code	Test Progress	Active		
CD 6-8 Listening 1st Admin	Summerville Middle School	1	3MEGYS		☒		⋮
CD2 6-8 Listening 1st Admin	Summerville Middle School	5	V24VYZ		☒	Students	
JJTestGroup	Sunshine Middle School	0	CD3BR5	No Sessions	☒	Proctor	
AR 6-8 Listening2	Deer Valley Elementary	0	WDQNNT	No Sessions	☒		⋮

4. Enter your name and select **Save**.

Enter Proctor Information

Please enter proctor name

* First Name

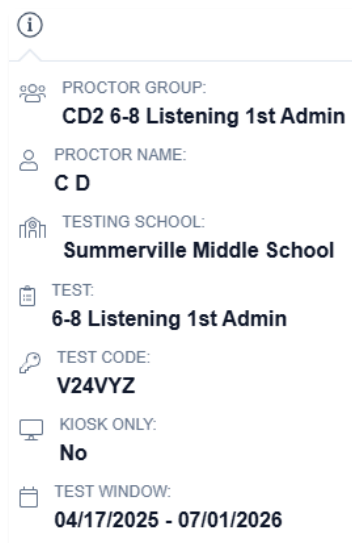
* Last Name

Save

5. The proctor dashboard opens in a new browser tab.

Proctor Dashboard: Assessment Information

To view information about the test and proctor group, select the information icon, designated by a letter **i**.





 PROCTOR GROUP:
CD2 6-8 Listening 1st Admin

 PROCTOR NAME:
C D

 TESTING SCHOOL:
Summerville Middle School

 TEST:
6-8 Listening 1st Admin

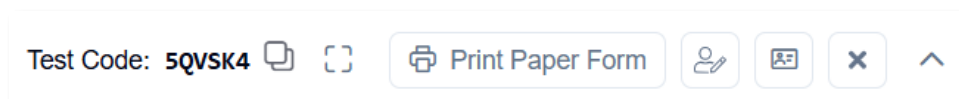
 TEST CODE:
V24VYZ

 KIOSK ONLY:
No

 TEST WINDOW:
04/17/2025 - 07/01/2026

- **Proctor Group:** The Proctor Group name.
- **Proctor Name:** The name of the first person who accessed the dashboard. This may be edited by selecting **Edit Proctor**.
- **Testing School:** The school where the test will take place.
- **Test:** Indicates the grade-level cluster, the domain, and whether it is the first or second MODEL administration (e.g., First Admin, Second Admin).
- **Test Code:** The test code students need to sign in to the domain test session. This code is also on student test cards.
- **Kiosk Only:** Indicates that students must take the domain test via the secure TestNav app.
- **Test Window:** Indicates when the test is available in ADAM and can be administered. For MODEL Online First Admin and Second Admin, this is the full academic program year. It does not indicate any local policy on when the test should be administered.

In the top right are additional options.



Test Code: **5QVSK4**    **Print Paper Form**    

- **Test Code:** Copy unique test code or Expand Test Code to fill window.
- **Print Paper Form:** Proctor dashboards for Speaking tests and lower grade Writing tests (Grades 1–2 and 3–5) include options to download and print relevant administration materials.
 - The Speaking Test Administrator Script is available for the Speaking domain for all grade-level clusters. The Speaking Test Administrator Script contains the script for the appropriate Speaking set and guides the test administrator in entering scores. Each grade-level cluster has its own Speaking Test Administrator Script. Print this out or download it to your device prior to testing.

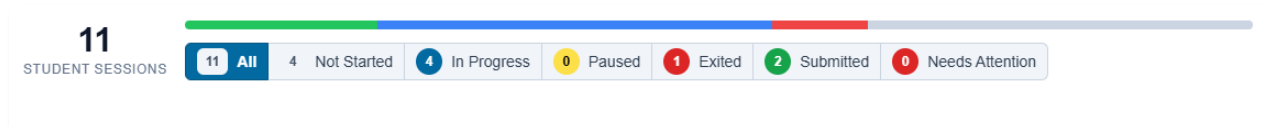
- o The Writing Response Form is available for the Writing domain for Grades 1–2 and 3–5. Print this out for students to handwrite their responses to the Writing domain test for Grades 1–2 and 3–5.
- **Edit Proctor:** Update First and Last Name of the proctor.
- **Switch to Print Cards View:** Link to view or print the test cards.
- **Close:** Close proctor dashboard window.
- **Collapse:** Collapse test progress bar so that additional student sessions fit on screen.

Understand Test Status and Progress

Students will be in one of the following statuses as they move through the test. Each student's status is displayed in the **Test Status** column of the Proctor Dashboard.

Test Status

The progress bar provides a visual overview of student testing progress, showing how many students have **not started** (gray), are **in progress** (blue), have been **exited** from testing by the proctor (red) or have **submitted** their assessment (green). The status bar reflects the total number of students in each status. Select a status to filter the students in the Proctor Dashboard.



- **Not Started:** The student has not signed in to the test. No action is needed by the proctor before a student can begin the test.
- **In Progress:** The student has signed in to the test. No action is needed by the proctor. Note: Students who sign out of the test via TestNav before submitting their assessment remain in an 'in progress' status.
- **Paused:** Not applicable for MODEL Online. Note: Students who pause the test in TestNav remain in an 'in progress' status while the test is paused.
- **Exited:** The student has been exited by the proctor via the proctor dashboard and has not yet submitted their test. Students in an 'exited' status can log back into their test in TestNav at any time using the same test card login information.
- **Submitted:** The student has completed the test and submitted their answers.
- **Needs Attention:** Not applicable for MODEL Online.

Status and Progress Information

The Proctor Dashboard displays information about each student's status and progress during testing.

- In the **Item Progress** column, hover over the % **Answered** to view details. Updates to progress details may be delayed.

Progress

CURRENT SECTION

Listening

CURRENT ITEM

13

✓ Answered

13

👁 Visited

13

☰ Total Items

13

📖 Total Sections

2

None

100% Answered

- **Test Duration** indicates the total time the student has been in an 'In Progress' status.
- **Section Progress** indicates the current section of students who are in progress.

The Test Progress column has three statuses: **Not Started**, **Started** and **Submitted**. Each is represented with a different icon shown in a position left to right in the order in which a student would move through a test. Students with an **Exited** status are also considered 'In Progress.' The status indicates the student was exited by the proctor without submitting their answers. Students in an **Exited** status can sign back in to continue their test at any time.

Test Progress ↑↓	Test Status ↑↓
	Submitted
	Exited
	Not Started
	In Progress

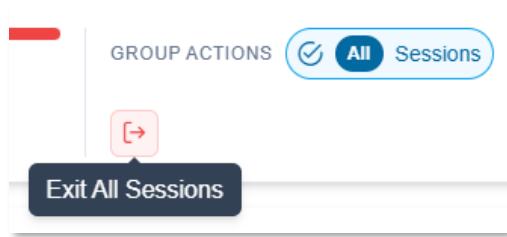
Available Actions

To view the latest updates to student progress, toggle on **Auto Refresh** or select **Refresh** for up-to-date information on demand.

Auto Refresh (5 mins)

Refresh

Under **Group Actions**, the test administrator can select actions that apply to all students or only those students selected in the first column. Hover over a button to view its action.



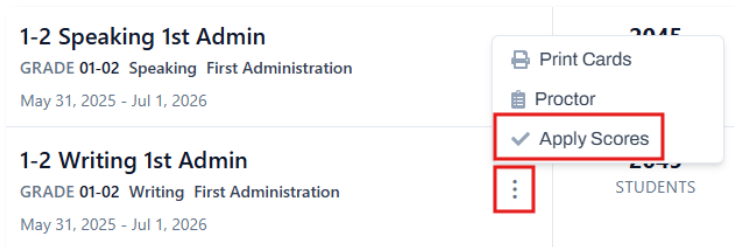
- **Exit All Sessions** stops all student test sessions that are in progress. This is available to use for unforeseen circumstances such as a fire alarm. This action will not have any impact on students in a Submitted status.

Section 8: Score the Writing Domain Test

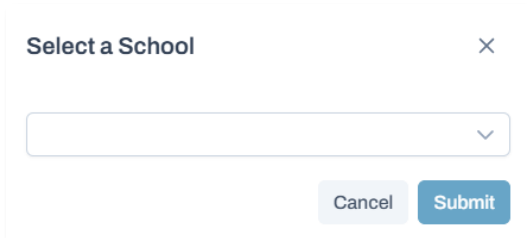
For MODEL Online Writing tests, scores need to be manually entered in ADAM. All administrators have access to scoring functionality to apply scores for the Writing domain. Students in grades 6–8 and 9–12 keyboard their Writing responses directly into TestNav. Their responses are visible onscreen when scoring. Students in grades 1–2 and 3–5 handwrite their responses on a Student Response Form. Read student responses on the response form and enter scores in ADAM.

Navigate to the Scoring Page and Apply Scores

1. Select **Testing > Student Assignments** in the left navigation pane.
2. Locate the specific Writing domain administration you would like to score (e.g., 1–2 Writing 1st Admin). Select the three-dot **Actions** menu for the administration, then select **Apply Scores**.



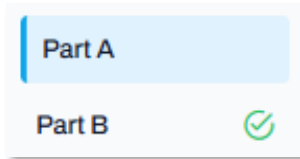
3. If you have access to multiple schools, you may be prompted to choose a school.



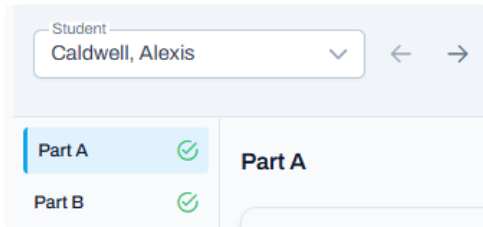
4. Use the dropdown menus to select the score for Part B. Once a score has been selected, select **Submit Scores**.

A screenshot of a form with two dropdown menus. The first dropdown is labeled 'Solid Score' and has the value '2' selected. The second dropdown is labeled 'Adjustment' and has the value 'Lx+' selected.

5. If applicable, also score the student's response to Part A. If a student's score on Part B is below a score of 3-, you will also be prompted to score Part A. Use the dropdown menus to select the score for Part A. Once a score has been selected, select **Submit Scores**.

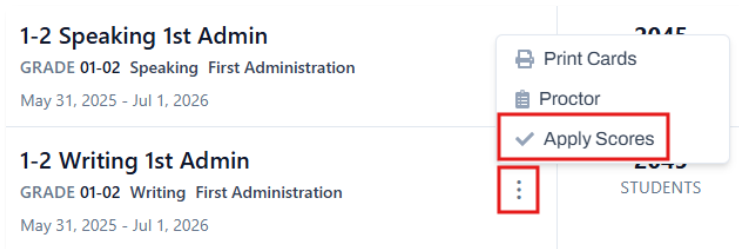


6. Navigate to the next student response to score using the **Student** menu or using the forward and backward arrows.

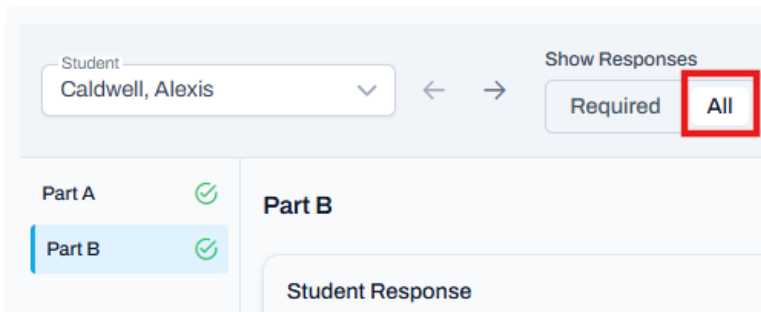


Edit/Change Scores After Initial Score was Assigned

1. Select **Testing > Student Assignments**.
2. Locate the specific Writing domain administration you would like to score (e.g., 1–2 Writing 1st Admin). Select the three-dot **Actions** menu for the administration and then select **Apply Scores**.



3. If you have access to multiple schools, you may be prompted to select a school.
4. Use the student menu to locate the student whose writing response you would like to rescore. If applicable, select **All** in **Show Responses**.



5. Select **Part B** to rescore Part B. Select **Part A** to rescore Part A.

Important: If a previously entered Part B score is changed to a value below a three minus, then Part A must also be rescored.

6. Update the **Solid Score** and **Adjustment** as necessary using the available menus.

The image shows two dropdown menus. The first is labeled 'Solid Score' and has a value of '2' selected. The second is labeled 'Adjustment' and has 'Lx+' selected. A list of adjustment options is visible below the 'Adjustment' dropdown: 'No Adjustment', 'Lx+', 'Lx-', 'Vu+', 'Vu-', and 'Lc+'. The 'Lx+' option is highlighted in blue.

7. Once a solid score and/or adjustment have been applied, select **Submit Scores**.

The image shows the header of the Scoring Dashboard. It includes a checkbox icon, the text 'Scoring Dashboard: Eagle Eyes 3-5 Writing 2nd Admin 26-27', and a 'Submit Scores' button with a checkmark icon. Below this, there is a section for '3-5 Writing 2nd Admin' with a date range of 'May 07, 2026 - Jun 30, 2027' and a form identifier 'Grades 3-5 Writing - Task 2 26'.

Features of the Scoring Dashboard

There are several features on the scoring dashboard to support the scoring process.

- Students who have submitted their online Writing test* appear in the **Student** menu. Once the first student is scored, select another student in the menu or use the right arrow to advance to the next student.

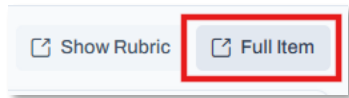
*Even though students taking the 1–2 test and the 3–5 test respond on paper, they still need to submit the online test in order for it to appear in the scoring queue.

The image shows a student selection menu with 'Caldwell, Alexis' selected. To the right are 'Show Responses' buttons for 'Required' and 'All'. Further right is a '3 Students' button with a person icon.

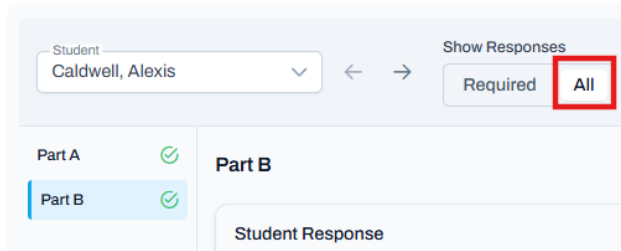
- To view an abbreviated version of the WIDA MODEL Writing Rubric, select **Show Rubric**. Select **Close** to return to Scoring Dashboard page.

The image shows a 'Part B' section with a 'Show Rubric' button highlighted in a red box. Next to it is a 'Full Item' button. Below these buttons is a 'Student Response' input field.

- To view the writing task prompt the student responded to select **Full Item**. Select **Close** to return to the Scoring Dashboard page.



- If a student's score on Part B is below a score of 3-, you will also be prompted to score Part A.



- Select **Required** to only view responses that require scoring. Select **All** to view all responses, including responses that have been previously scored.

Section 9: Monitor Test Progress and Activity

All users can monitor student test progress through the assessment on the Student Assignments page, both at the assignment level and at the student level. Higher-level administrators can also view separate Progress and Activity reports in ADAM.

Student Assignments Assignment View

The Assignment view of the Student Assignments page includes a progress summary bar for each assigned domain administration.

To access the Student Assignments Assignment view, navigate to **Testing > Student Assignments**. The **Assignment** view is selected by default.

The screenshot displays the 'Student Assignments' page in ADAM. The 'Assignment' tab is selected. A search bar and pagination controls are at the top. The table lists assignments, with the first one being 'WIDA MODEL Gr. 6-8 1st Admin'. A detailed view for '6-8 Writing 1st Admin' is shown below the table, featuring a progress bar and a breakdown of student counts: 4 submitted, 3 started, and 13 not started.

Name	Students	Progress
WIDA MODEL Gr. 6-8 1st Admin		
6-8 Writing 1st Admin GRADE 06-08 Writing First Administration May 17, 2026 - Jun 30, 2027	20 STUDENTS	4 [2] SUBMITTED 3 STARTED 13 NOT STARTED

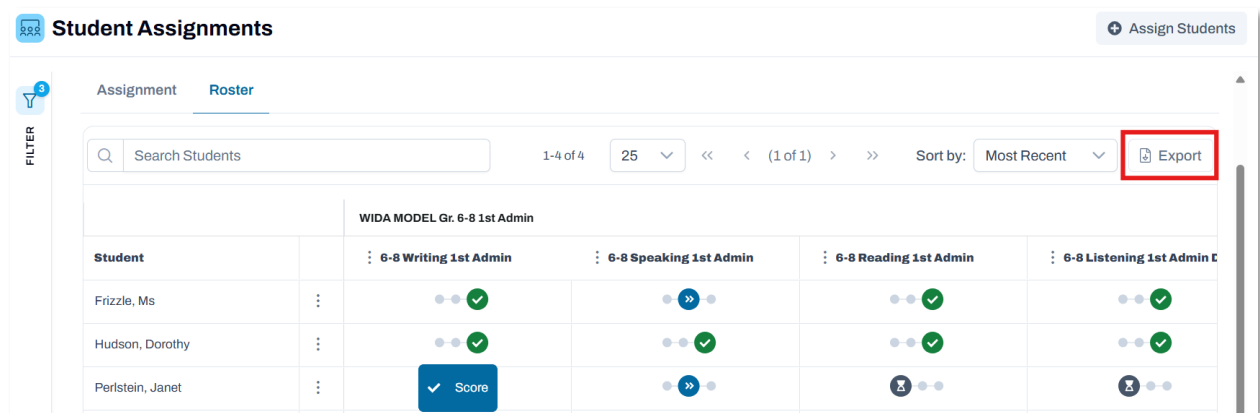
The information in the progress summary bar shows how many students are assigned to, have submitted, require scores for, have started, or have not yet started the domain test. In this example:

- 20 students are assigned to the WIDA MODEL Gr. 6-8 1st Admin battery and to the 6-8 Writing 1st Admin domain test.
- 4 students have submitted (completed) the Writing domain test; 2 of those students are in a status of 'Human Score Pending' and still require writing scores.
- 3 students have started but have not yet submitted the Writing domain test.
- 13 students have not yet started the Writing domain test.

Student Assignments Roster View

The Roster view of the Student Assignments page provides a list of all students assigned to a battery, including their status for each assigned domain administration

To access the Student Assignments Roster view, navigate to **Testing > Student Assignments**, then select **Roster**.



Expand the filter menu on the left to filter the list of assigned students to a specific grade-level cluster, administration, or domain test. Students only appear in the Student Assignments Roster view once they have been assigned to a battery.

The student's current testing status is displayed for each of the four domain tests:

- The hourglass means the domain test has not yet been started.
- The double arrows indicate that the domain test has been started but has not yet been submitted.
- The check mark means the domain test has been submitted (is complete).
- The score button (Writing domain only) means that the domain test has been submitted, but a writing score needs to be applied.

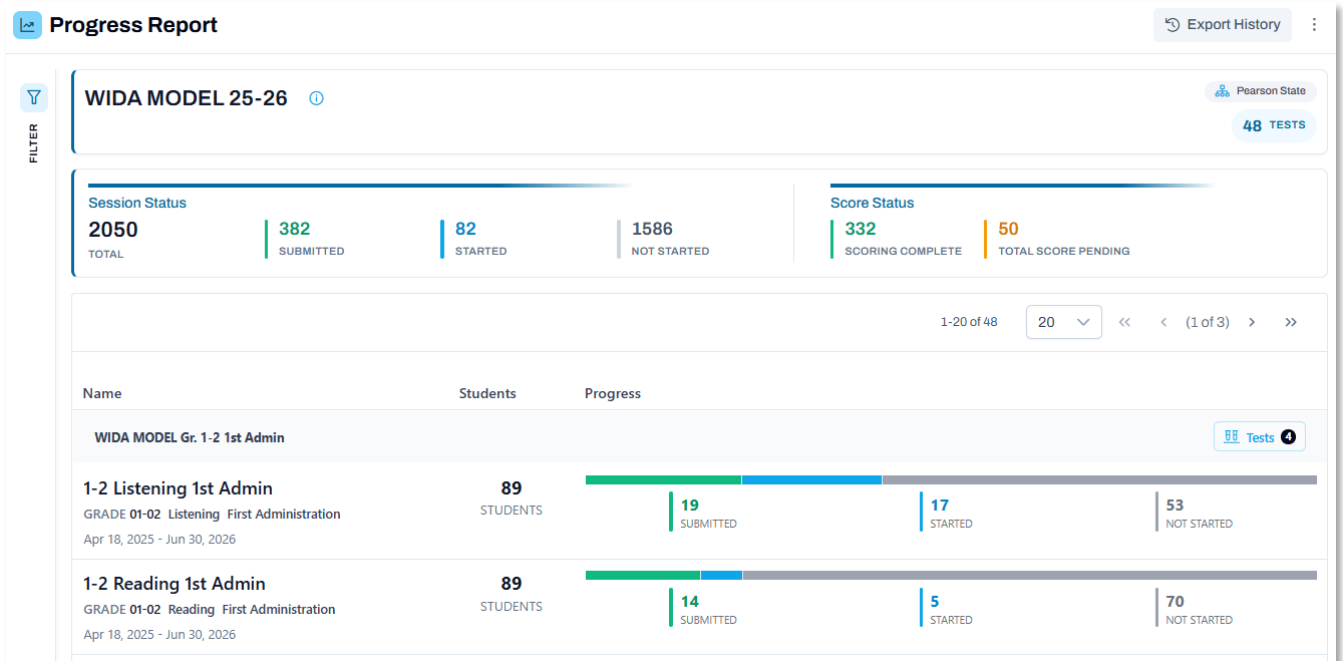
The data in the Roster view table can also be exported as a report. Select **Export** to download the data in CSV format.

Progress Report

Account administrators, district administrators, and school administrators can view progress reports in ADAM. The Progress Report defaults to a view of all tests within the account. It provides a similar view to the Student Assignments page and displays the total number of student assignments as well as student test status.

To access the progress reports, navigate to **Reporting > Progress**.

Expand the filter menu on the left to access filters for Domain, Grade Cluster and Testing Windows as well as a search by domain test.



Sample Progress Report

Select an individual domain test row on the Progress Report to display a Progress Comparison across available organizations. The Progress Comparison can be shown as a table and has an **Export** option to download a CSV file.



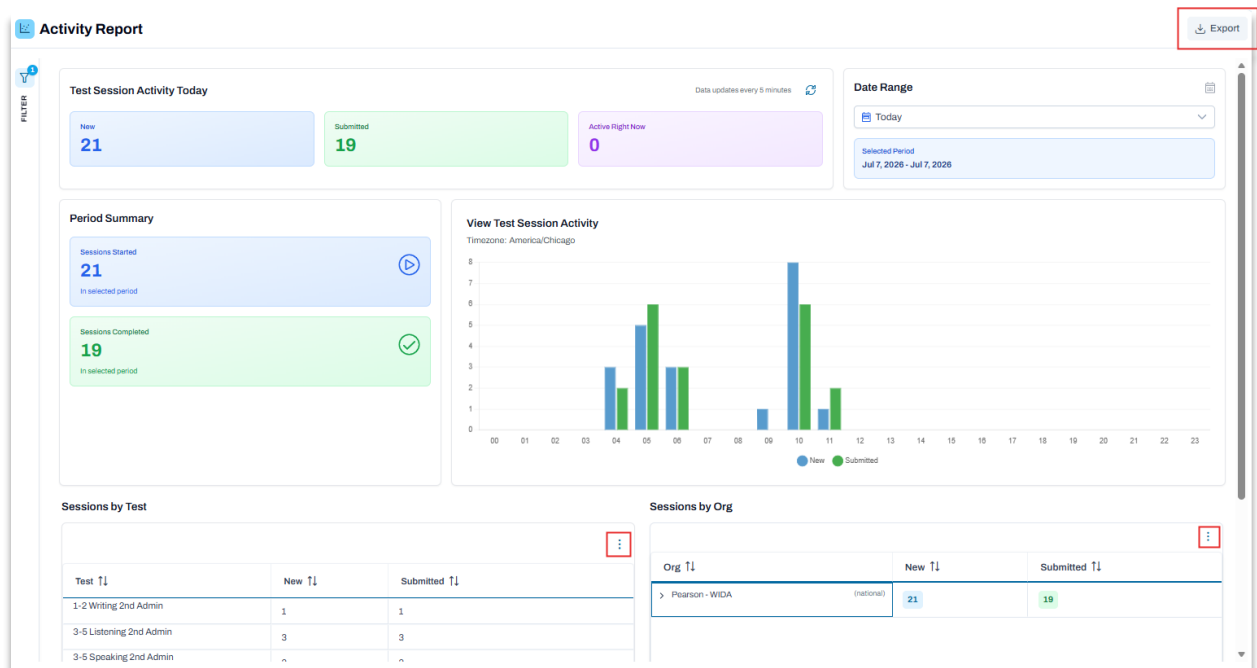
Activity Report

Account administrators and district administrators can view activity reports in ADAM. The Activity Report shows the activity for all domain test administrations over a selected time period and is best used for viewing test session volume. A test session refers to the administration of an individual test to each student. The top bar shows test session activity today. The rest of the report shows activity for the selected dates. For 'New' sessions, if the student takes different domain tests over multiple days only the first session of multi-day testing is counted.

- **Sessions by Test** provides a list of new and submitted sessions across tests within the selected date range.
- **Sessions by Org** provides a list of new and submitted sessions across district and school organizations with the selected date range.

To access the activity reports, navigate to **Reporting > Activity**. You can:

- In **Date Range**, select a custom date range or select one of the predefined date ranges: Today, Past Week, Past Month or Year-to-Date.
- In the three-dot **Actions** menus, and from the **Export** menu at the top of the page, there are options to export reports as CSV files.
- Hover over the bar chart to see the number of new and submitted sessions.



Sample Activity Report

Section 10: Performance and Score Reports

Three downloadable score reports are available for WIDA MODEL Online: the Individual Student Report (ISR), the School Roster Report, and the District Roster Report. In addition, the Performance Dashboard in ADAM displays aggregate proficiency level and scale score information for schools and districts at the domain and battery level.

An ISR can be generated once an assigned language domain test has been completed; Writing scores appear after the Writing domain is completed and scored. School and District Roster Reports are cumulative and are posted weekly. Student records are included in weekly roster reports once one or more language domain tests have been completed and scored. Similarly, student score information appears in the Performance Dashboard as soon as at least one language domain has been completed, or a Writing score for the student has been entered. Only students who have completed all four domains receive all three battery composite scores.

Individual Student Report

The **Individual Student Report (ISR)** shows a student's scores in one document. It contains demographic information about the student, numerical scale scores and proficiency levels, and the MODEL grade-level cluster (battery of domain tests) the student completed and whether it is the student's first or second MODEL administration of the academic year. If the student completed two administrations of MODEL Online administrations in an academic year, the ISR includes the scores for both administrations in a single report.

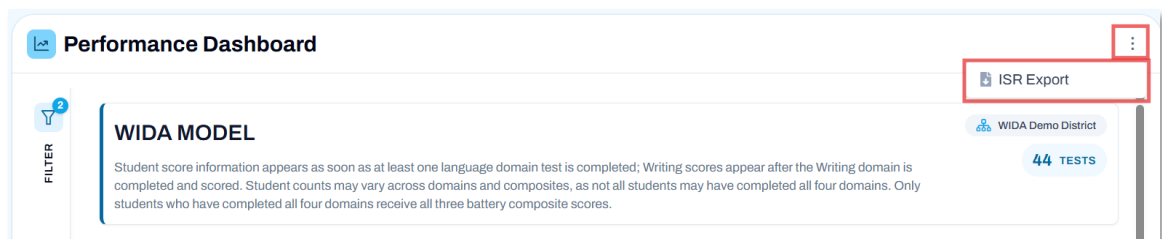
The Individual Student Report can be generated in English (US), Arabic, Chinese (Simplified), French, German, Hindi, Japanese, Korean, Portuguese (Brazil), Russian and Spanish (Mexico).

The ISR can be generated for an individual student or in bulk with options for printing all ISRs associated with the Org/grade-level cluster.

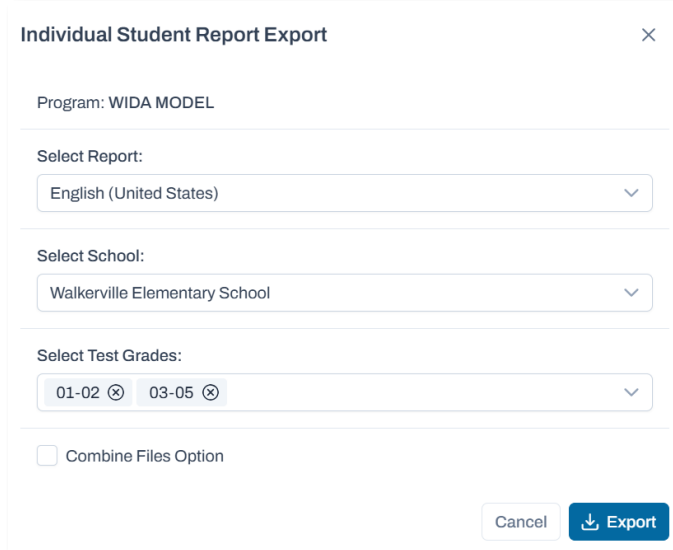
Bulk Export Individual Student Reports

The quickest way to download ISRs for all students in a school or for a grade-level cluster is from the three-dot Actions menu on the Performance Dashboard.

1. Navigate to **Reporting > Performance**.
2. Select the three-dot **Actions** menu at the top right of the Performance Dashboard page, then select **ISR Export**.



3. In the Individual Student Report Export window, select the desired report language in the **Select Report** menu, select the school org in the **Select School** menu, and, if desired, **Select Test Grades** to bulk export ISRs for a specific grade-level cluster or clusters. Select the **Combine Files Option** to download all ISRs combined into a single PDF file. If this option is left unchecked, separate PDFs will be generated for each student.



The screenshot shows the 'Individual Student Report Export' dialog box. It has a title bar with a close button. Inside, there's a 'Program' field set to 'WIDA MODEL'. Below that are three selection menus: 'Select Report' (set to 'English (United States)'), 'Select School' (set to 'Walkerville Elementary School'), and 'Select Test Grades' (set to '01-02' and '03-05'). At the bottom, there's an unchecked checkbox for 'Combine Files Option'. Two buttons are at the bottom right: 'Cancel' and 'Export' (with a download icon).

4. Select **Export**.
5. A ZIP file with the ISRs is prepared on the Downloads page. Select the three-dot **Actions** menu for the file then select **Download** to save the file.



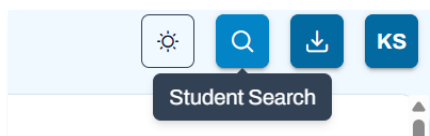
The screenshot shows the 'Downloads' page with a table of generated files. The table has columns for 'Name', 'No of Records', and 'Progress'. Two files are listed. The first file has a progress bar at 100% and a three-dot menu icon. The second file has a 'Download' button. A red box highlights the three-dot menu for the first file, and another red box highlights the 'Download' button for the second file.

Name ↑↓	No of Records ↑↓	Progress ↑↓	Actions
Walkerville_Elementary_School_WIDA_MODEL_UAT_26-27_English_United_States_20260627013428_IND.zip	5	100%	⋮
Walkerville_Elementary_School_WIDA_MODEL_UAT_26-27_Spanish_Mexico_20260616191333_ALL.zip	10		Download

Download an Individual Student Report for a Single Student

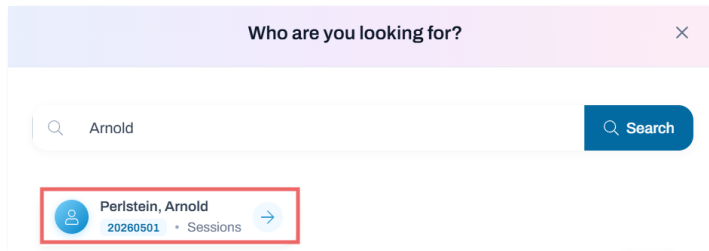
The quickest way to generate an ISR for a specific student is to locate the student via student search.

1. From any screen, select the **Student Search** icon at the top right of the page.

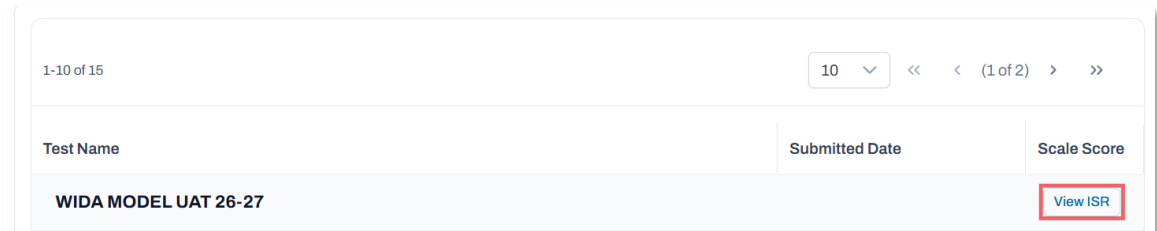


2. In the pop-up window, enter a student name or identifier, then select **Search**.

3. Select the desired student to view the Student Dashboard.

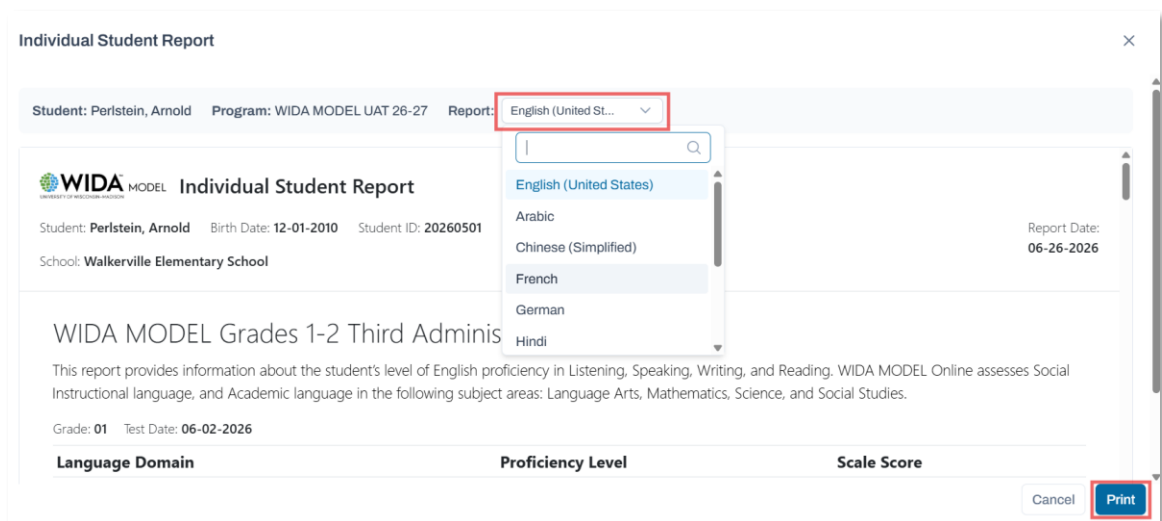


4. Scroll down on the Student Dashboard page if needed. Under Performance, select **View ISR**.



Test Name	Submitted Date	Scale Score
WIDA MODEL UAT 26-27		View ISR

5. Select **Report** language, then select **Print** to download and save the file.



Individual Student Report

Student: Perlstein, Arnold Program: WIDA MODEL UAT 26-27 Report: English (United St... [View ISR](#)

WIDA MODEL Individual Student Report

Student: Perlstein, Arnold Birth Date: 12-01-2010 Student ID: 20260501

School: Walkerville Elementary School

Report Date: 06-26-2026

WIDA MODEL Grades 1-2 Third Adminis

This report provides information about the student's level of English proficiency in Listening, Speaking, Writing, and Reading. WIDA MODEL Online assesses Social Instructional language, and Academic language in the following subject areas: Language Arts, Mathematics, Science, and Social Studies.

Grade: 01 Test Date: 06-02-2026

Language Domain	Proficiency Level	Scale Score
-----------------	-------------------	-------------

Cancel [Print](#)

Individual Student Reports can also be generated via Student Assignments Roster view or via Student Performance on the Performance Dashboard.

School and District Roster Reports

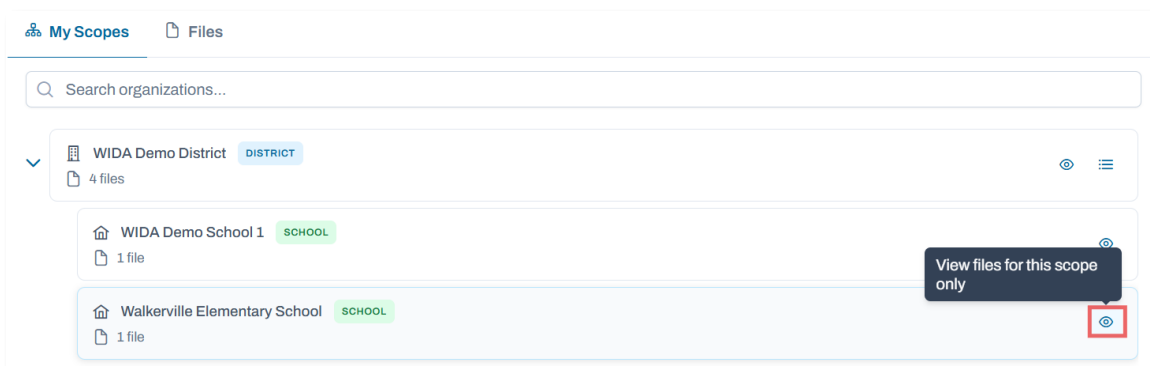
School and District Roster Reports show student scores for all students from a single school organization (school org) or a single district organization (district org), respectively. Each report is available as a single downloadable CSV file.

- School Roster Reports are intended to be used by teachers and administrators.
- District Roster Reports are intended to be used by district administrators.

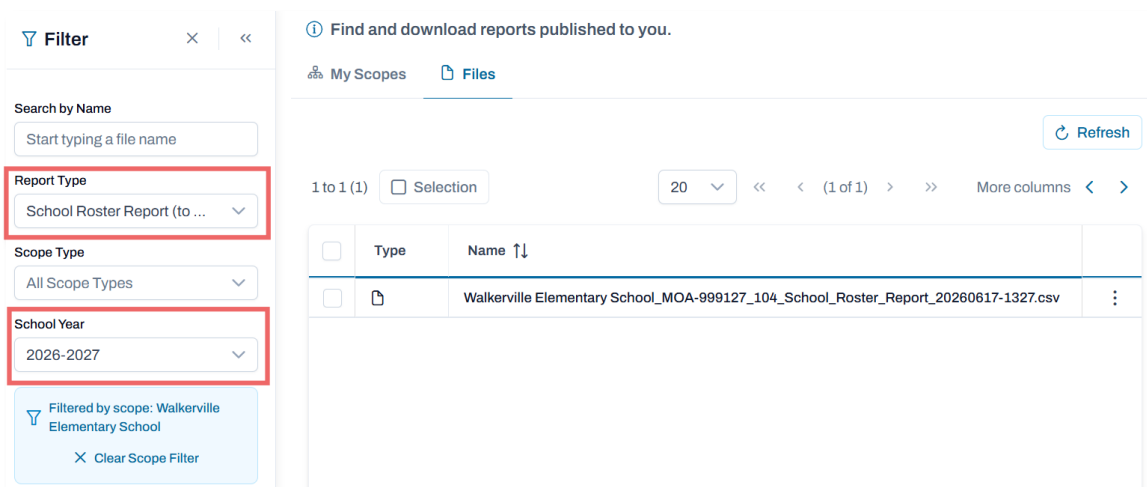
All Roster Reports are cumulative over the course of an academic year. Updated Roster Reports are posted weekly within Report Assets for all school and district orgs. They are downloadable as CSV files.

To download the School or District Roster Report:

1. Navigate to **Reporting > Report Assets**.
2. If you have access to more than one district or school org and would like to view files for one school or district only, filter by scope. Under **My Scopes**, locate the desired school or district organization and select the **View files for this scope only** icon (represented by an eye).



3. Under **Files**, view available reports. Expand the filter menu on the left and filter the list of files.



- Filter by **Report Type**.
 - To view school roster reports, select **School Roster Report (to date)**.
 - To view district roster reports, select **District Roster Report (to date)**.
 - Filter by **School Year**.
 - To view reports from the 2026-2027 testing year, select **2026-2027**.
 - To view the final reports from the 2025-2026 testing year, select **2025-2026**.
4. School and district roster reports are cumulative. Ensure you download the most recently posted versions of each report. To view more columns of the table, Scroll right. Sort by

Created date to ensure the most recently posted file(s) appear at the top of the list.

1 to 2 (2)

☐ Selection

20

<<

< (1 of 1) >

>>

More columns

<

>

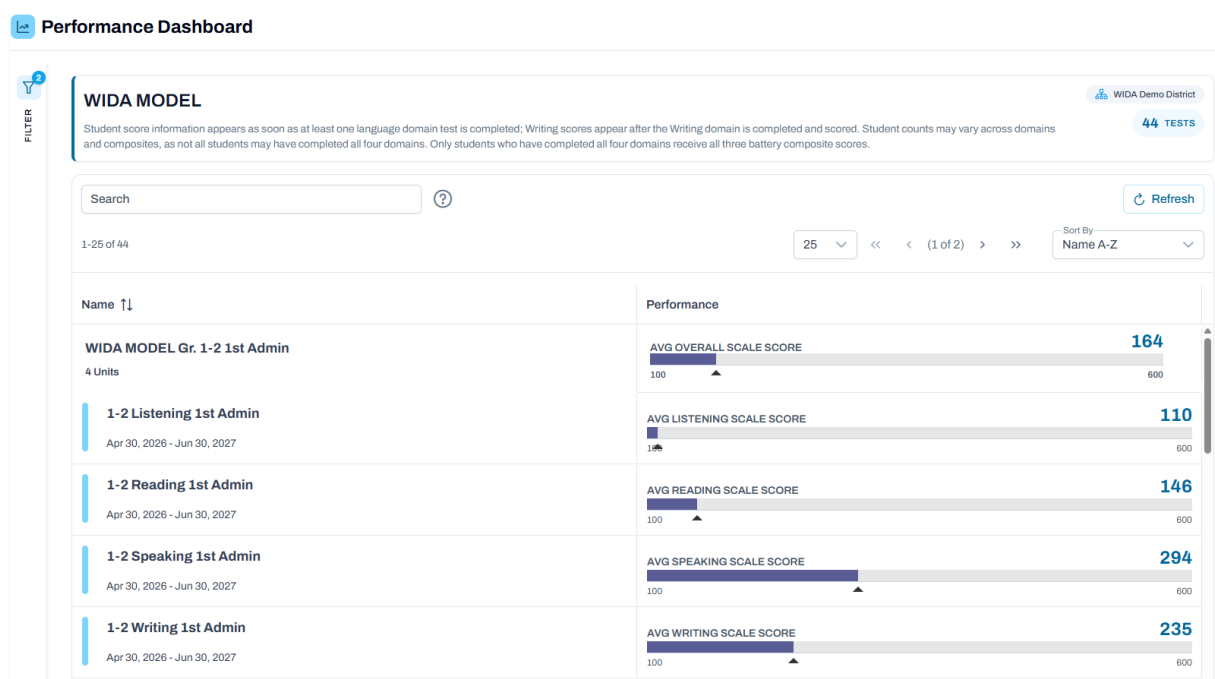
☐ ↕	Scope Type ↕	School Year ↕	Created ↓ ↕	
☐ ROSTER REPORT (TO DATE)	SCHOOL	2026-2027	06/18/2026 8:22:16 AM	⋮
☐ ROSTER REPORT (TO DATE)	SCHOOL	2026-2027	06/18/2026 8:21:08 AM	⋮

- Locate the most recently posted report or reports. In the three-dot **Actions** menu, select **Download**.

☐	Scope Type	School Year	Created	
☐ ROSTER REPORT (TO DATE)	SCHOOL	2026-2027	06/18/2026 8:22:16 AM	
☐ ROSTER REPORT (TO DATE)	SCHOOL	2026-2027	06/18/2026 8:21:08 AM	

Performance Dashboard

The Performance Dashboard in ADAM displays aggregate scale score and proficiency level information for schools and districts at the domain and battery levels. The dashboard provides an overview of the performance of a group of students. Composite score information is reported at the battery level. Note that student counts may vary across domains and composites, as not all students may have completed all four domains.



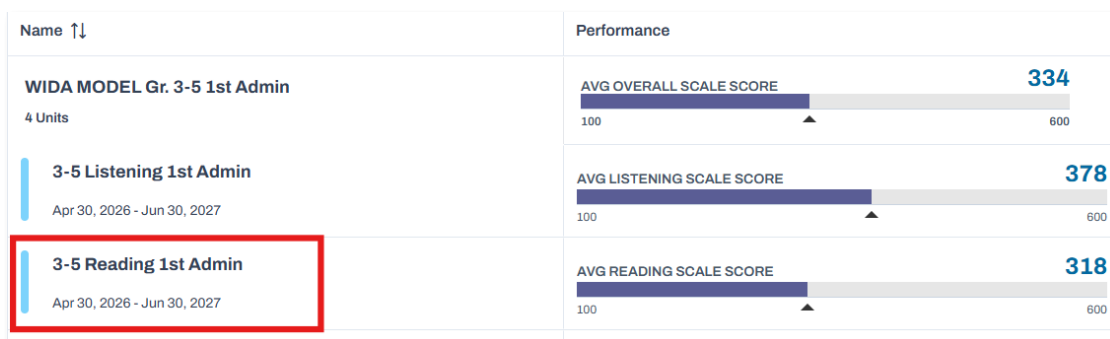
Sample Performance Dashboard

Performance Reports for Domain Tests

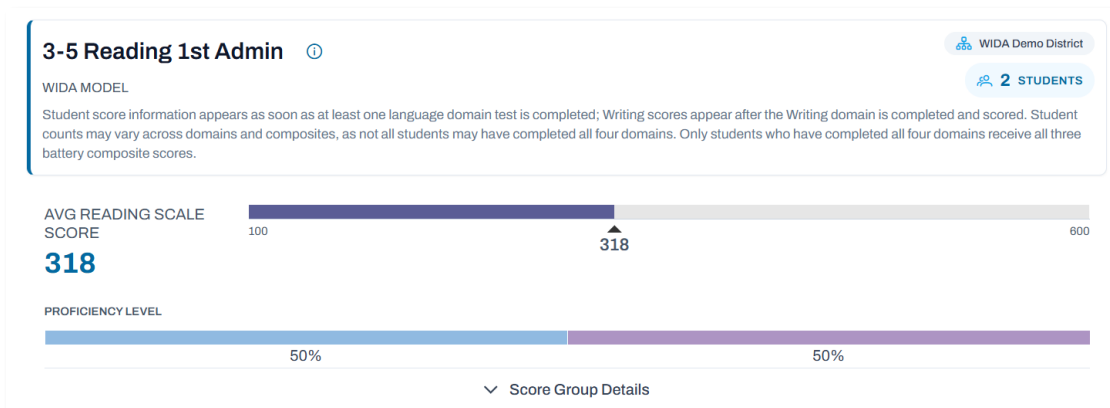
Performance reports for domain tests show the number and percentage of tested students (per grade-level cluster administration) who scored at each proficiency level for the domain test.

To view the performance report screen for a domain test:

1. Navigate to **Reporting > Performance**.
2. Select a domain test (e.g. 3-5 Reading 1st Admin) to view the performance report.



3. The performance report shows the number and percentage of tested students who scored at each proficiency level for that domain test.



4. Select **Score Group Details** to view/collapse details.

Score Group Details			
Threshold	% Students	# Students	Score Range
Level 1	0%	0	1.0 - 1.9
Level 2	50%	1	2.0 - 2.9
Level 3	0%	0	3.0 - 3.9
Level 4	0%	0	4.0 - 4.9
Level 5	0%	0	5.0 - 5.9
Level 6	50%	1	6

5. Performance Comparison at the bottom of page displays performance at the district level and school level, for the students who have completed the selected domain test. Use Performance Comparison to compare aggregate domain test performance across school

orgs.

☐ Show score groups as table

Performance Comparison

More columns < > ⋮

Scope ↑↓	Score Count	Avg Scale Score ↑↓	Reading Proficiency Level
WIDA Demo District	2	318	
Walkerville Elementary School	2	318	

6. Select **Show score groups as table** to view the information in table format. Select the three-dot **Export** menu, then **Export as CSV** or **Export as Excel** to download the data in the table in CSV or Excel format.

☒ Show score groups as table

Performance Comparison

More columns < > ⋮

Scope ↑↓		Level 2 ↑↓	Level 3 ↑↓
WIDA Demo District		50% (1)	0% (0)
Walkerville Elementary School		50% (1)	0% (0)

Export as CSV
Export as Excel

	A	B	C	D	E	F	G	H	I
1				Reading Proficiency Level					
2	Scope	Score Count	Avg Scale Score	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
3	-> WIDA Demo District	2	318	0% (0)	50% (1)	0% (0)	0% (0)	0% (0)	50% (1)
4	-> WIDA Demo District -> Walkerville	2	318	0% (0)	50% (1)	0% (0)	0% (0)	0% (0)	50% (1)

Domain Test Student Performance

7. In the three-dot **Actions** menu next to each school, select **Student Performance** to view a breakdown of individual student performance (scale score and performance level) for students at that school. Student performance data can also be exported via the three-dot Export menu. Note that proficiency level scores are only available via the ISR or via School or District Roster Reports.

Scope ↑↓	Score Count	Avg Scale Score ↑↓	Reading Proficiency Level
WIDA Demo District	2	318	
Walkerville Elementary School	2	318	

⋮

Student Performance
ISR Export

1 to 2 (2) 25 << < (1 of 1) > >> ⋮

Student ↑↓	Identifier ↑↓	Reading Scale Score	Reading Proficiency Level	Export as CSV	Export as Excel
Ramón, Carlos	20260505	347	Level 6		
Tennelli, Ralphie	20260503	288	Level 2		

	A	B	C	D	E
1	Student	Identifier	Reading Scale Score	Reading Proficiency Level	
2	Ramón, Carlos	20260505	347	Level 6	
3	Tennelli, Ralphie	20260503	288	Level 2	

Battery Reports

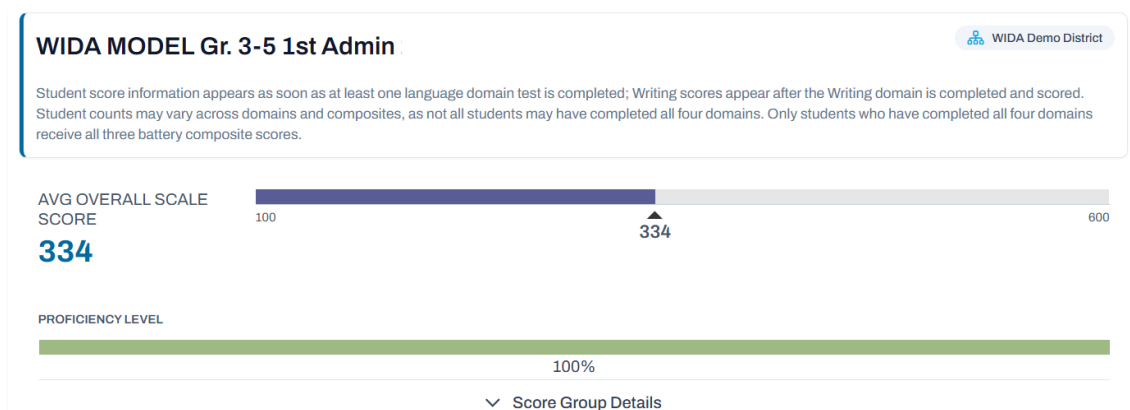
Battery reports show the number and percentage of tested students (per grade-level cluster administration) who scored at each proficiency level for Overall, Oral Language, and Literacy battery composites.

To view the battery report for a grade-level cluster test:

1. Navigate to **Reporting > Performance**.
2. Select a battery (e.g. WIDA MODEL Gr. 3-5 1st Admin) to view the battery report.

Name ↑↓	Performance
WIDA MODEL Gr. 3-5 1st Admin 4 Units	AVG OVERALL SCALE SCORE 334 100 600
3-5 Listening 1st Admin Apr 30, 2026 - Jun 30, 2027	AVG LISTENING SCALE SCORE 378 100 600
3-5 Reading 1st Admin Apr 30, 2026 - Jun 30, 2027	AVG READING SCALE SCORE 318 100 600

3. The battery report shows the number and percentage of tested students who scored at each proficiency level for the overall composite score.



- Select **Score Group Details** to view/collapse details.

Score Group Details			
Threshold	% Students	# Students	Score Range
Level 1	0%	0	1.0 - 1.9
Level 2	0%	0	2.0 - 2.9
Level 3	0%	0	3.0 - 3.9
Level 4	100%	1	4.0 - 4.9
Level 5	0%	0	5.0 - 5.9
Level 6	0%	0	6.0

- Performance Comparison at the bottom of page displays performance at the district level and school level, for the students who have completed the requisite domain tests for each battery composite. Use Performance Comparison to compare aggregate battery performance across school orgs. **Scroll right** to view additional columns for oral language and literacy.

Performance Comparison 

 Refresh

☐ Show score groups as table

More columns  

Scope 		Avg Oral Language.. 	Oral Language Proficiency	Avg Literacy Scale Score 	Literacy Proficiency
WIDA Demo District		372		291	
Walkerville Elementary School		372		291	

- Select **Show score groups as table** to view the information in table format. **Scroll right** to view additional columns for oral language and literacy.

Performance Comparison				
Refresh	☒ Show score groups as table	More columns < >		
Scope ↑↓	Avg Overall Scale Score ↑↓	Overall Proficiency		
		Level 1 ↑↓	Level 2 ↑↓	L
WIDA Demo District	334	0% (0)	0% (0)	
Walkerville Elementary School	334	0% (0)	0% (0)	

- Select the three-dot **Actions** menu at the top of the page, then **Export Report** to download the proficiency level frequency data for the selected battery.

[←](#)
[Battery Report: WIDA MODEL](#)

[Filter](#)

Battery

WIDA MODEL Gr. 3-5 1st...

Navigate to Unit Reports

Select Test

WIDA MODEL Gr. 3-5 1st Admin

Student score information appears as soon as at least one language domain test is completed; Writing scores appear after the Writing domain is completed and scored. Student counts may vary across domains and composites, as not all students may have completed all four domains. Only students who have completed all four domains receive all three battery composite scores.

AVG OVERALL SCALE SCORE

100 334 600

⋮

ISR Export

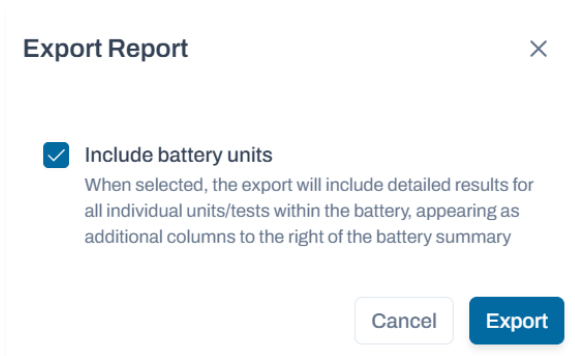
Export Report

Show History

ADAM User Guide

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- In the Export Report window, select **Include battery units** to export proficiency level frequency data for all three composites (overall, oral language, literacy) and all four language domains (listening, reading, speaking, writing) in a single report. Select **Export**.

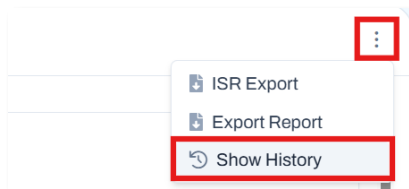


Export Report [X]

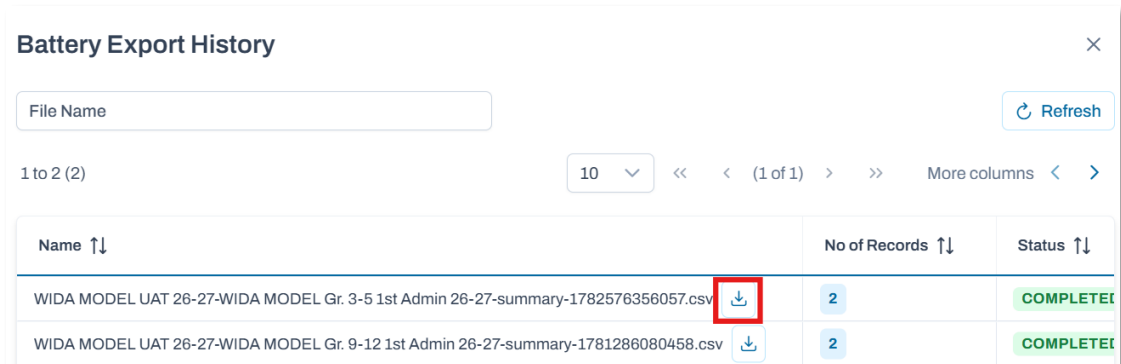
☒ **Include battery units**
When selected, the export will include detailed results for all individual units/tests within the battery, appearing as additional columns to the right of the battery summary

Cancel Export

- Select the three-dot **Actions** menu again, then select **Show History** to show battery export history.



- Locate the file on the Battery Export History page, then select the **Download File** icon.



Battery Export History [X]

File Name Refresh

1 to 2 (2) 10 << < (1 of 1) > >> More columns < >

Name ↑↓	No of Records ↑↓	Status ↑↓
WIDA MODEL UAT 26-27-WIDA MODEL Gr. 3-5 1st Admin 26-27-summary-1782576356057.csv 	2	COMPLETED
WIDA MODEL UAT 26-27-WIDA MODEL Gr. 9-12 1st Admin 26-27-summary-1781286080458.csv 	2	COMPLETED

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1 Organization		Avg Overa	Avg Oral L	Avg Litera	Overall Pr	Overall Pr	Overall Pr	Overall Pr	Overall Pr	Overall Pr	Overall Pr	Oral Lang	Oral Lang	Oral Lang	Oral Lang	Oral La
2 WIDA Demo District		334	372	290	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)
3 Walkerville Elementary		334	372	290	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)

Battery Student Performance

- In the three-dot **Actions** menu next to each school, select **Student Performance** to view a breakdown of individual student performance for the battery (scale score and performance level for each composite). This data can also be exported via the three-dot **Export** menu at the top right of the page. Note that if a student does not complete a particular domain, scores for that domain and any associated composite scores do not appear in Student Performance Dashboard or in related exports.

Scope ↑↓		Avg Overall Scale Score ↑↓	Overall Proficiency	Avg Oral Language.. ↑↓	
✓ WIDA Demo District		334		372	
Walkerville Elementary School	⋮	334		372	
Student Performance					
ISR Export					

Student Battery Report: WIDA MODEL
⋮

Export Report

WIDA MODEL Gr. 3-5 1st Admin
Walkerville Elementary School
2 STUDENTS

WIDA MODEL

Student score information appears as soon as at least one language domain test is completed; Writing scores appear after the Writing domain is completed and scored. Student counts may vary across domains and composites, as not all students may have completed all four domains. Only students who have completed all four domains receive all three battery composite scores.

Refresh

1 to 2 (2)
25
<< < (1 of 1) > >>
More columns < >

Student ↑↓	Identifier ↑↓	Overall Scale Score	Overall Proficiency	Oral Language Scale Score	Oral Language Proficiency	Literacy S
Ramón, Carlos	⋮ 20260505	334	Level 4	372	Level 5	319
Tennelli, Ralphie	⋮ 20260503	-	-	-	-	262

	A	B	C	D	E	F	G	H
1	Identifier	Student	Overall Scale Score	Overall Proficiency	Oral Language Scale Score	Oral Language Proficiency	Literacy Scale Score	Literacy Proficiency
2	20260505	Ramón, Carlos	334	Level 4	372	Level 5	319	Level 3
3	20260503	Tennelli, Ralphie	-	-	-	-	262	Level 1

Section 11: Create Bulletins

Bulletins are used to post announcements to the ADAM home page for your district, school or test administrators. Only account administrators can create, edit, and delete bulletins. Account administrators cannot edit or delete bulletins created by WIDA or Pearson.

To create a new bulletin:

1. Go to **Operations > Bulletin Board**.
2. Select **Create Bulletin**.
3. Enter bulletin detail:
 - **Title:** Enter a descriptive title.
 - **Message:** Enter and format your message. You can include images, video, links, etc.
 - **Posting Date** and **Expiry Date:** Select a date to post your bulletin and a date for it to expire (unless it's pinned).
 - **Pinned:** Pin the content to ensure it does not expire until you manually delete it. All pinned bulletins will appear at the top above the previously posted bulletins, including ones from WIDA or Pearson.
 - **Label:** Select None, Documents, Announcement or News. The type selected will be added as a tag on the posted bulletin.
 - **Audience:** Select the user roles, such as Test Administrator, School Administrator, or District Administrator that will be able to view the bulletin.
 - **Notify Audience by Email:** Select the checkbox to notify the selected audience of the bulletin.
 - **Attachments:** Upload one or multiple files to a single post. These can be removed by editing the post if needed. The max file size is limited to 50MB per file, with the accepted file types of: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .txt, .csv.
4. Select **Save** or **Save & Send**, depending on whether you choose to notify the audience.

To edit or delete a bulletin:

1. Go to **Operations > Bulletin Board**.
2. Find the bulletin you want to edit or delete the select the three-dot **Actions** menu.
 - If you select **Edit Bulletin**, edit your bulletin and then select **Save**.
 - If you select **Delete Bulletin**, enter the bulletin name in the field and then select **Delete**.