



# WIDA MODEL Online Implementation Checklist

## ☐ **Decide when you will administer WIDA MODEL Online in your school or district.**

*Note:* You should also decide how and when you will communicate your testing plans with your test administrators (TAs).

## ☐ **Decide who will administer WIDA MODEL and how they will be trained to administer and score the test.**

- Add school organizations to your account. Once you have added school organizations to your account, add district, school and test administration users. For additional information on user roles and permissions, refer to the [LaunchPad User Guide for WIDA MODEL Online](#).

*Note:* LaunchPad automatically creates a district-level parent organization for each MODEL Online account. This parent org is automatically created as a district org in LaunchPad. A school org refers to the school site or facility where students are enrolled. **At least one school org MUST be created in LaunchPad.** Students can only be added to school-level orgs.

- The Test Administrator Manual for MODEL Online and scoring training materials for Speaking and Writing are available on the ADAM home page. User Guides to Pearson platforms and other training resources are available on the [WIDA MODEL Resource Center](#). Determine if you will be training TAs as a group, if they will train themselves individually or if they will register for a facilitator-led session (i.e., [WIDA MODEL Online webinar training series](#) – cost \$200).

*Note:* Official training certification is not required for WIDA MODEL Online, but a [WIDA MODEL Online Training Checklist](#) is available to ensure TAs have reviewed necessary documentation.

## ☐ **Decide who will add students to LaunchPad.** The account administrator, a district administrator or school administrators can perform this task. Students must be re-added to LaunchPad each academic year.

- Determine if students will be added to LaunchPad individually or via file upload.

- ☐ **Decide who will assign student accommodations in ADAM.** The account administrator, a district administrator or school administrators can perform this task. For detailed information about available accommodations, refer to the MODEL Online Test Administrator Manual (TAM) available for download from the ADAM home page.
  - Students are assigned accommodations in ADAM. Determine if students will be assigned to accommodations individually or via file upload.
  
- ☐ **Decide who will assign students to tests.** Each student must be assigned to Listening, Reading, Speaking and Writing. The set of four domain tests is referred to as a battery in ADAM. The account administrator, a district administrator or school administrators can perform this task.
  - Assign students to a MODEL Online grade-level cluster battery (1-2, 3-5, 6-8 or 9-12) based on their current grade and select an administration assignment (1st or 2nd Admin).

*Note:* Assign students to the “1st Admin” if it is their first time taking MODEL this school year. Assign students to the “2nd Admin” for their second test administration. If an additional MODEL administration is required over the course of an academic year, [contact Pearson customer support](#).

  - Select your preferred speaking and writing test form.

*Note:* For the Speaking domain test, use the form selection dropdown to select the Speaking Set to assign. For the Writing domain test, use the form selection dropdown to select the Writing Task to assign. The choice of Speaking Set and Writing Task is available to provide some test content variation for students taking the same grade-level cluster more than once.
  
- ☐ **Decide who will create the testing schedule and add students to proctor groups in ADAM.**
  - MODEL is divided into four individual language domain tests (Speaking, Listening, Writing and Reading). Students need to be added to a proctor group for each domain test. Test Cards (i.e., test tickets) need to be printed for each proctor group.
  - Proctor groups in ADAM are flexible, which means not all students in a proctor group need to take the test at the same time.
  - Though the Speaking domain test is administered individually, WIDA does not recommend creating separate proctor groups for each individual student. Create a single Speaking proctor group and add all students the TA plans to test to that group. The TA can administer the test to an individual student when ready.
  - Listening, Writing and Reading domain tests can be administered in groups.
  
- ☐ **Decide who will install TestNav onto devices designated for student testing.**
  - Review the TestNav resources on the Technology Setup page of the [WIDA MODEL Resource Center](#), and coordinate with your IT department to ensure all devices designated for MODEL testing have the TestNav app installed.
  
- ☐ **Determine how you will use the data and distribute it to important stakeholders.**
  - Review the [WIDA MODEL Interpretive Guide for Score Reports](#), which explains how MODEL scores are calculated and reported and provides guidance around how scores should be interpreted and used.
  - Share the WIDA Focus Bulletin [Using WIDA MODEL to Support Instructional Planning for Multilingual Learners](#) with educators to help them better understand how WIDA MODEL test scores can be used to support instructional planning decisions for multilingual learners.