

# WIDA MODEL Online Training Checklist

**WIDA MODEL Online** can be administered at any time during the year to meet your specific needs. This flexibility and control also empowers your local staff to lead important parts of the testing process, including setting up students in the system, administering the test, and scoring student responses. While official training certification is not required, it is strongly recommended that anyone administering MODEL Online thoroughly review the training materials before administering the assessment. Test administrators should be confident scoring student Speaking responses and assigning Writing scores as these components require test administrator judgment based on the WIDA MODEL scoring rubrics.

A library of training resources is available, tailored to different learning style preferences.

## Option 1: Self-Guided Training

### General Setup and Test Administration Training

☐ [Test Administrator Manual](#)

The TAM is an in-depth reference document for test administration processes and procedures, including assigning writing scores. It is available for download from the ADAM homepage—login required.

☐ [LaunchPad User Guide](#)

This guide explains initial account set up tasks, including how to add school orgs, administrator users, and students.

☐ [ADAM User Guide](#)

This guide explains how to assign tests, assign accommodations, add students to proctor groups, locate the proctor dashboard, and access performance and score reports.

**Note:** The following resources are available in addition to the guides linked above.

○ [LaunchPad/ADAM Training Course](#)

This self-guided training provides an overview of the LaunchPad and ADAM platforms.

○ [Recorded Training Webinar](#)

This recorded webinar includes a guided walkthrough on how to set up, navigate, and use your MODEL Online account.

## Grade-Level Specific Scoring Training

All Speaking and Writing scoring training materials are available for download from the ADAM homepage—login required. Review the materials for each grade-level cluster you will administer.

**Important:** TAs must be comfortable rating Speaking responses and assigning Writing scores.

- ❑ [Speaking Scoring Training PowerPoints](#)

These training PowerPoints include benchmark speaking samples for each Speaking task level and should be reviewed before administering the Speaking test.

- [Speaking Scoring Practice PowerPoints](#)

These PowerPoints contain additional scored samples that can be used for practice. The practice should be completed after reviewing the training.

- ❑ [Writing Rater Training Manuals or Writing Rater Training PowerPoints](#)

These manuals and PowerPoints provide detailed instructions for how to score the Writing test. They contain authentic student responses that exemplify each score point.

- [Writing Scoring Practice PowerPoints](#)

These PowerPoints contain additional scored student responses that can be used for practice. The practice should be completed after reviewing the training.

## TestNav Platform Training

- ❑ [WIDA MODEL Student Readiness Tool](#) (SRT)

Use the SRT to familiarize yourself with the online testing platform and the universal tools available to students. The SRT does not reflect the MODEL test content or design.

- ❑ [Test Directions and Practice forms](#)

Use the Directions and Practice to learn about the design of the WIDA MODEL Reading and Listening domain tests and interact with the types of questions students will see.

## Option 2: Facilitator-Led Training and Support

- ❑ [WIDA MODEL Online Test Administration Webinar Series](#)—4 hours (registration fees apply). During this training, participants learn how to administer and score each of the four domain assessments as well as how to navigate and perform key functions in the MODEL Online test management and rostering platforms.

**Note:** In addition to attending facilitator-led training, test administrators should also review the [Test Administrator Manual](#) (available for download from the ADAM homepage—login required) prior to administering the test to students.