



ADAM User Guide

WIDA MODEL Online

Grades 1 –12

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Overview

This ADAM User Guide for WIDA MODEL Online Grades 1–12 applies to the proctoring of the WIDA MODEL assessments in the ADAM platform. It explains how to prepare to administer the four WIDA MODEL Online domain tests (Speaking, Listening, Writing and Reading) to students. It serves as an in-depth reference document for assigning tests to students, adding accommodations when applicable, creating and adding students to proctor groups, and viewing reports. This guide was prepared by WIDA and Pearson.

This guide is intended for:

WIDA MODEL Online account, district, school, and test administrators.

Users should have:

- Basic knowledge of computer operation and web browsing.

Familiarity with the WIDA MODEL assessment.

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 or a webform.

- 1 (802) 552-3309
- [Support Webform](#)
- [Chat](#)

Components of the Assessment Platform

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

- **LaunchPad:** LaunchPad is both the login application for all non-student users (administrators) and the rostering tool for adding students and administrators and creating School Organizations.

- **TestNav:** The student testing platform. TestNav needs to be downloaded and installed on all devices designated for testing. All four domains of the WIDA MODEL Online assessment are delivered via TestNav.
- **ADAM:** The subject of this guide, ADAM, is the WIDA MODEL 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.
 - Create proctor groups for the administration of Speaking, Listening, Writing, and Reading domain tests.
 - Add students to proctor groups.
 - Proctor tests and monitor student progress through each one using the proctor dashboard.
 - Score the Writing domain test.
 - View student score reports.

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.

1. The **Account Administrator** receives the initial login when an order is placed, and a MODEL Online account is created. The account administrator has access to all features of LaunchPad and ADAM, and adds other, lower-level administrator users as needed. There is a single account administrator for each MODEL Online account.
2. **District Administrator:** District administrators can add School Orgs and assign School and Test administrators as needed. A district Administrator may administer tests to students and view reports for all students and schools in the district.
3. **School Administrator:** School administrators can be created by an account or district administrator to provide local user administration over one or more school orgs. A school administrator may create other school or test administrators, proctor tests, and view reports for the school(s) to which they are assigned.
4. **Test Administrator:** Test administrators can proctor tests, score student Writing responses, and view test reports for one or more assigned schools. Test administrators are not able to add students or update student information in LaunchPad.

Log In to ADAM and Locate Support Resources

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

Initial Login to LaunchPad

All administrators will receive an email from “Pearson LaunchPad” with the subject line “Account information for WIDA MODEL Online”. This email includes instructions to log in to LaunchPad for the first time and set a password. Welcome emails are sent after an administrator creates a new user in LaunchPad. New users should check spam and confirm with the administrator who created their account if they did not receive the welcome email.

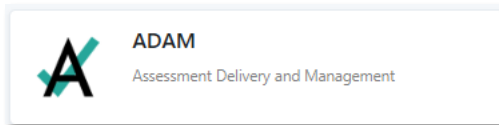
To log in to LaunchPad for the first time:

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 link is expired. Contact the administrator who can send a new welcome email, or navigate the LaunchPad site URL, click **First Time Sign In**, then enter the username from your LaunchPad welcome email and click **Send Email**.
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**.

Log in to ADAM via LaunchPad After Setting Up Password

To access LaunchPad:

1. If not already on the login page, open a web browser and navigate to the official [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 link.



Forget Username or Password?

- To reset a forgotten password, go to [WIDA MODEL LaunchPad](#) login page and select the **Reset Password** link.

To recover a forgotten username, locate it in the welcome email. If needed, reach out to another administrator.

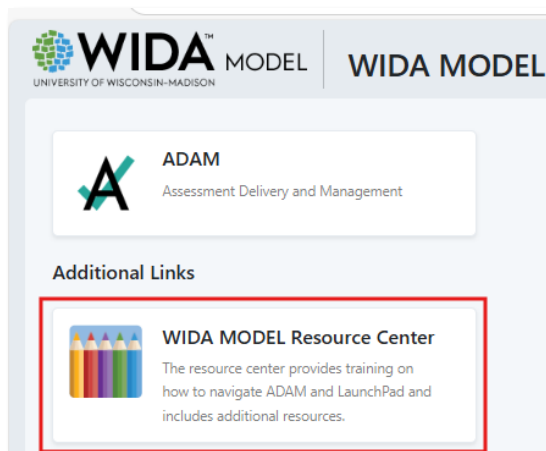
About the LaunchPad Dashboard

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](#).

Related Training Material and Other Support Documents

- WIDA MODEL Resource Center. A link is available on the LaunchPad and ADAM home page dashboards.



- Resources on the ADAM home page: The WIDA MODEL Online Test Administrator Manual, Speaking Test Administrator Scripts, Student Writing Response Forms, scoring training materials for the Speaking and Writing domains tests, links to Speaking and Writing rubrics, and other ancillary materials are available by domain and grade cluster.

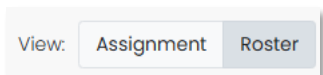
Assign Student Accommodations

Accommodations are 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 TAM.

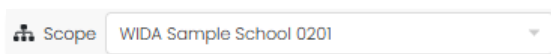
Add Accommodations One Student at a Time (via Student Assignments)

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

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



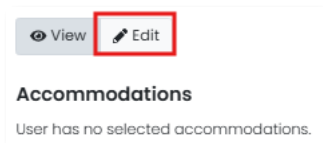
3. Locate a student, using the **Search** box if needed.
Note: Users with access to multiple schools may need to select a different school from the **Scope** menu.



4. From the Actions menu next to the student 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 to.

- '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 in the Listening domain, select the **Apply to All** icon to select the accommodation for the other three domains as well (if available).

7. When done adding accommodations, select **Save**.
8. Accommodation update can be verified by hovering over the number in the Accommodation column.

Student	Test Progress	Form	Accommodations
[Student Name]	2 ●● Not Started	Grades 1-2 Writing Task 1	Writing: • In-Person Human Reader
[Student Name]	3 ●● Not Started	Grades 1-2 Writing Task 1	1

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

For a small number of students, it is fastest to make accommodation changes per student. This can also be done from the Rostering > Users section of ADAM.

1. Select **Rostering > Users**.
2. Search for the student using the filters provided.
3. Select the **Edit** icon in the Actions column.
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 to.
 - ‘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 in the Listening domain, select the **Apply to All** icon to select the accommodation for the other three domains as well (if available).

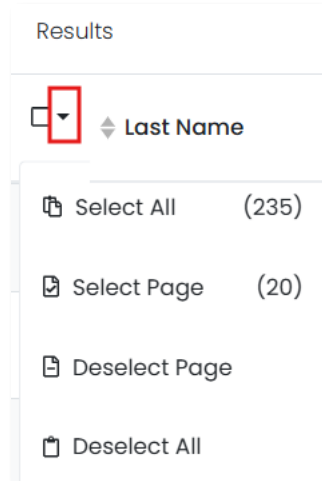
	Listening	Apply to All	Reading	Writing	Speaking
Expand/Collapse All					
▼ Test Delivery					
Repeat Item Audio If selected, the student will have the corresponding Repeat Audio Item accommodation.	None ▼	>	None ▼	None ▼	None ▼
▼ Local Accommodations					
In-Person Human Reader If checked the student 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.	☐	>	☐	☐	☐
Interpreter signs test directions	☐	>	☐	☐	☐

When done adding accommodations, select **Save**. The selected accommodations now appear as a part of the student record.

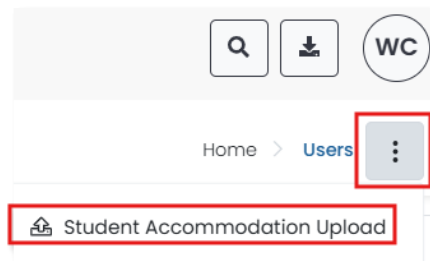
Assign Accommodations via File Upload

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

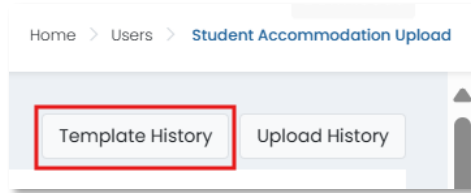
1. Select **Rostering > Users**.
2. On the User Config page in the Role menu, select Student to filter the list. Optionally add additional filters for **Grade** or **Org**.
3. Select the checkbox in front of each student to update, or select the menu at the top of the list to select all students, or only those on the current page. If changing 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.



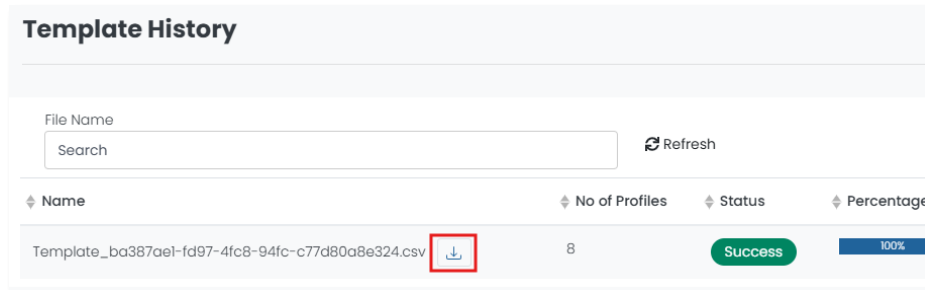
4. With students now selected, in the **Actions** menu on the top right, select **Student Accommodation Upload**.



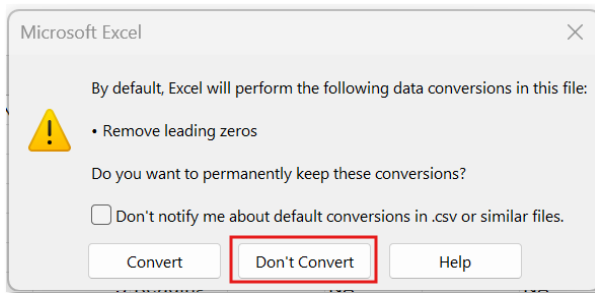
5. Read and follow the on-screen instructions. Select, **Click to create template**.
6. Select **Template History** to retrieve the template which will list each selected student. On the Template History page, sort by Created date to locate the template you just created.



7. Download the template. Note, each student will be included in the template 4 times for each domain.



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



Notice how each student has one row per domain. Add accommodations as needed:

9. Resize the columns to more easily view the accommodation names.
10. Enter a 1 for each applicable domain under the appropriate accommodation.
 - For the 'Repeat Item Audio' accommodation only, enter a 2 instead of a 1.
11. Remove the value from any accommodation cell to disable it.
12. For students who do not require an accommodation, no action is required.
13. Cells with the value of NA are not available for this domain/accommodation combination. Any changes made to the values in those columns will be ignored in the upload.

Important: Do not make any changes in the first row or columns A – H.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	sourceId	orgName	identif	familyNa	givenNa	mid	grac	profileNan	Extended t	In-Person I	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

14. Save the completed file in CSV format.

15. Return to the Student Accommodation Upload screen. (Rostering > Users > Actions Menu> Student Accommodation Upload.)

16. Browse to or drag and drop the files into the space provided.

- 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. Fix the errors and reupload the file.

Student Accommodation Upload and Update Students via CSV

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

[Click to create 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_<<uuid>>.csv (e.g., Template_9f7a5376-3f32-4ff6-92bf-f035f565c38c.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.

Choose a file or drop it here...

[Browse](#)

Assign Tests to Students

Each student must be assigned to Listening, Reading, Speaking and Writing. Typically, the district or school administrator will perform this task; account administrators can also perform this task. Student eligibility is based on grade level. 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.

To assign students:

1. Select **Student Assignments**.
2. Select **+ Assign Students**. For users with access to multiple accounts, ensure you select the desired account prior to assigning students.
3. In the Student Assignment page select the **Battery** (grade-level cluster) to assign, including administration information.

Note: Two MODEL grade-level cluster administrations are available for each program 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.

Student Assignment

Select test(s) to assign

Battery:

WIDA MODEL Gr. 1–2 1st Admin

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

WIDA MODEL Gr. 9–12 1st Admin

WIDA MODEL Gr. 9–12 2nd Admin

4. 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 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.

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

WIDA UAT 3–5 Listening 1st Admin	Grades 3–5 Listening x ▼
WIDA UAT 3–5 Reading 1st Admin	Grades 3–5 Reading x ▼
WIDA UAT 3–5 Speaking 1st Admin	Grades 3–5 Speaking Set 2 x ▼
WIDA UAT 3–5 Writing 1st Admin	Grades 3–5 Writing Task 3 ^ Grades 3–5 Writing Task 1 Grades 3–5 Writing Task 2 Grades 3–5 Writing Task 3

Testing Window
 📅 Apr 21, 2025 – Jul 1, 2026

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. Optionally, filter the list by **Grade(s)**.
7. If you have permissions for more than one school it is essential to select a school in the **Organization** menu.

Select students to assign

Grades: 03 x 04 x 05 x ▼

Organization: WIDA Sample School 0201 x ▼

8. 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 screenshot shows a window titled "Select Students...". At the top, there is a search bar with a magnifying glass icon. To the right of the search bar is a toggle switch labeled "Show Assigned" and a text label "28 Students". Further right are pagination controls with arrows and page numbers "1" and "2". Below this is a table with the following columns: "Student Name", "Student ID", "Grades", and "Orgs". The table contains three rows of data. The first row is selected, indicated by a checked checkbox in the first column. The second row is not selected. The third row is selected, indicated by a checked checkbox in the first column.

☐	Student Name	Student ID	Grades	Orgs
☒	D2SILastName21, FirstName21	wuat02021	03	WIDA Sample School 0201
☐	D2SILastName25, FirstName25	wuat02025	03	WIDA Sample School 0201
☒	D2SILastName26, FirstName26	wuat02026	03	WIDA Sample School 0201

9. The number of licenses available and the number of students currently selected is displayed at the bottom of the window. At the moment of assignment available licenses will move to a "Reserved status" and the number of licenses available will be reduced. Once finished selecting students, select **Save Assignment**.

The screenshot shows the bottom of the "Select Students" window. On the left, there is a yellow box with the number "290" and the text "WIDA MODEL licenses available". On the right, there is a text label "2 Students selected". Below these are three buttons: "Cancel", "Back", and "Save Assignment".

10. In the confirmation window, select **OK**.
11. To view a list of assigned students for the selected battery, grade(s) and school, select **Show Assigned**.

The screenshot shows a window titled "Select students to assign". At the top, there are two filters: "Grades:" and "Organization:". The "Grades:" filter has three buttons labeled "03 x", "04 x", and "05 x". The "Organization:" filter has a dropdown menu with the text "WIDA Sample School 0201 x". Below these filters is a search bar with a magnifying glass icon. To the right of the search bar is a toggle switch labeled "Show Assigned" which is highlighted with a red box. Further right is a text label "3 Students" and pagination controls with arrows and page numbers "1" and "2".

‘Un-assign’ a Test

In the event an assigned student will not test, remove their assignment. Note that a test can only be unassigned if it has not yet been started. A test cannot be unassigned if the battery (at least one domain test) 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 test that has already been started, contact Pearson customer support.

1. Select **Student Assignments**.
2. Select **+Assign Students**.
3. Select the **Battery** (grade-level cluster administration) currently assigned to the student.
4. Select **Continue**.
5. Toggle on **Show Assigned**.

Student Assignment

Select students to assign

Grades: Organization:

Select Students... ☒ Show Assigned 3 Students

☐	Student Name	Student ID	Grades	Orgs
☒	D2S1LastName12, FirstName12	wuat02012	02	WIDA Sample School 0201
☐	D2S2LastName5, FirstName125	wuat02125	01	WIDA Sample School 0202
☐	D2S1LastName13, FirstName13	wuat02013	02	WIDA Sample School 0201

288 WIDA MODEL licenses available 1 Students selected

6. Select the student.
7. Select Remove Assignment.

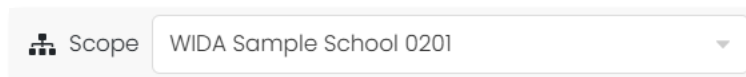
Create Proctor Groups

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. Make each group name unique to facilitate easier locating and identifying later.

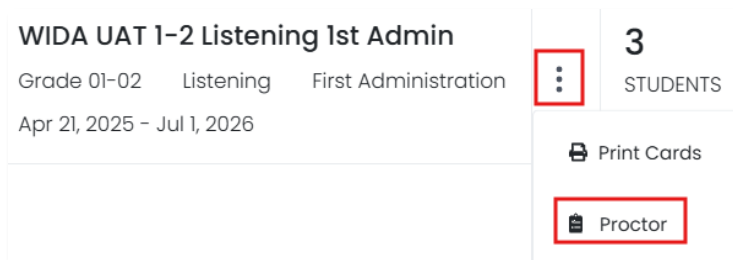
Important : Though the Speaking test is administered individually, students can be added to larger, group proctor groups. Proctor groups in ADAM are flexible, which means not all students in a proctor group need to take the test at once. Proctor the test to each individual student when ready.

To create a proctor group:

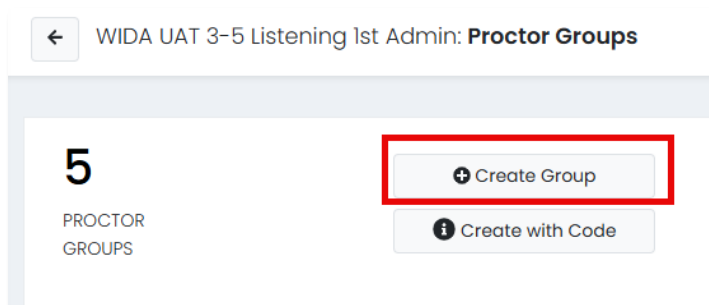
1. Select **Student Assignments**.
2. If you have access to more than one school, confirm a school is selected in the **Scope** menu. Expand the menu by clicking on the arrow icon and expanding the dropdown menu.



3. Locate the specific domain administration you would like to create a proctor group for, e.g., 1–2 Listening 1st Admin. Select the **Actions** menu for the administration and then select **Proctor**.



4. On the Proctor Groups page, select **Create Group**. Note that the Create with Code option is not applicable for MODEL Online and should not be used.



- On the Proctor Group Config page, enter a unique **Proctor Group Name**.
- 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.
- To add students to the group, select the Add icon (+).
- From the list of eligible students, select the student(s) to add to this group in the Actions column. Selected students have a green checkmark. If the list is long, it may be helpful to:
- Search by student name.
- Select Show additional filters to 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 Your School menu.
- Select the Add x Students button to add all displayed students.

- ## 12. Sort by column options:

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

The screenshot shows the 'Add Students' interface. At the top, there is a search bar 'Search by student name...', a 'Show additional filters' button, and an 'Add 10 Students' button. Below these are filters for 'Accommodations...', 'Select Your School...', and 'Search by class...'. A message '(0) Students In Proctor Group' is displayed. A pagination control shows '1 to 10 (75)' with buttons for '1', '2', '3', '4', and '...'. The table headers are: First Name, Last Name, Identifier, Organization, Test Status, Accommodation, and Actions.

14. All students added can be removed by clicking “Remove X Students” again

The screenshot shows the 'Add Students' interface with 9 students listed. A 'Remove 9 Students' button is highlighted. The table lists the following students:

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Aadam	Castro	100000485	Elk Creek Elementary	NOT STARTED		✓
Aayan	Carrillo	100000507	Elk Creek Elementary	NOT STARTED		✓
Abdullahi	Shelton	100000552	Elk Creek Elementary	NOT STARTED		✓

15. Individual Students can be removed individually by clicking on the corresponding check marks.

The screenshot shows the 'Add Students' interface with 9 students listed. A red box highlights the 'Unselect' button next to the first student, Aadam Castro.

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Aadam	Castro	100000485	Elk Creek Elementary	NOT STARTED		Unselect ✓
Aayan	Carrillo	100000507	Elk Creek Elementary	NOT STARTED		✓

16. With student(s) chosen, select **Close** to return to the Proctor Group Config page where the selected students are now listed

Add Students

max Show additional filters Remove 2 Students

Accommodations... Select Your School... Search by class...

(2) Students In Proctor Group 1 to 2 (2)

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Chad	Maxwell	1001	Suzanne UAT Testing - School 3	NOT STARTED		✓
William	Maxwell	509	Suzanne UAT Testing - School 3	NOT STARTED		✓

Close

17. Select **Submit**.

WIDA UAT 3-5 Writing 1st Admin: **Create Proctor Group**

Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name
Proctor Group Name

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select Your District
Columbus School District

Select Your School
Little Valley Elementary

Students (2)

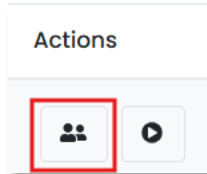
First Name	Last Name	Test Status	Actions
Chad	Maxwell	NOT STARTED	✖
William	Maxwell	NOT STARTED	✖

Cancel **Submit**

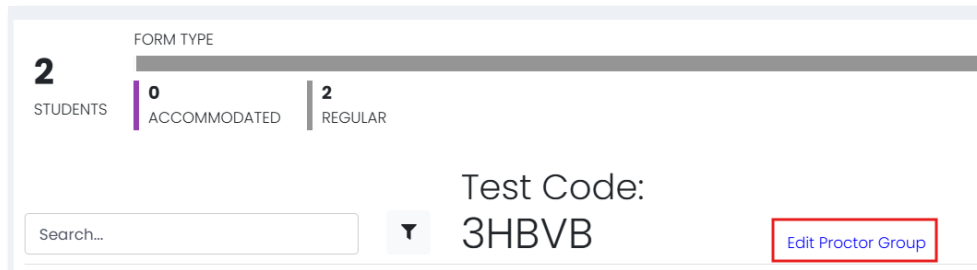
Edit Existing Proctor Groups

To edit an existing proctor group:

1. Select **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 Actions menu for the administration then, select **Proctor**.
3. Locate the proctor group you would like to edit. Select the **Students** icon in the Actions column.



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

A screenshot of a web application interface for managing students. At the top, there's a 'FORM TYPE' section with three tabs: 'STUDENTS' (active, showing '2'), 'ACCOMMODATED' (showing '0'), and 'REGULAR' (showing '2'). Below this is a search bar with the placeholder text 'Search...'. To the right of the search bar is a 'Test Code:' field with the value '3HBVB'. In the bottom right corner, there is a button labeled 'Edit Proctor Group' which is highlighted with a red rectangular box.

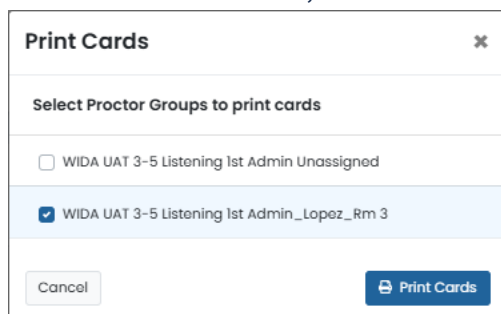
5. Make changes as needed:
 - Edit the **Proctor Group Name**.
 - Remove students by selecting **Remove** in the Actions menu. Only students in a 'Not Started' status can be removed.
 - Add additional students by selecting **Add +**.
6. Once all edits are complete, select **Submit**.

Print Test Cards

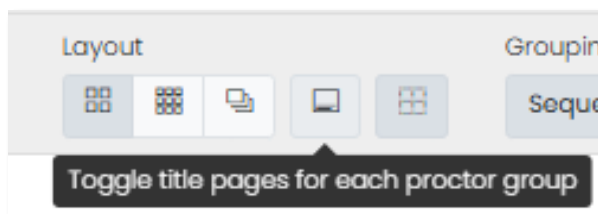
For students to log in to TestNav to take their MODEL Online domain tests they will need a printed test card (i.e., test ticket) with their test code and login credentials. Any administrator can print test cards for students, once students have been added to a proctor group.

To print test cards:

1. Select **Student Assignments**.
2. Locate the specific domain administration you would like to print test cards for. Select the Actions menu for the administration then select Print Cards.
3. In the Print Cards window, select desired proctor group(s).



4. Select Print Cards.
5. In the Print window, select from the various formatting options. You can hover over the options to see what each does.



Layout: Select from the following layout options (2 by 4, 3 by 6 or 1 per page).

6. Toggle title pages for each proctor group: Select whether to include title pages for each proctor group. This prints a roster for the proctor that includes accommodations per student, the test code and proctor password. Note that the proctor password is not applicable for MODEL Online and should not be used.
7. Toggle borders: Select whether to include dashed borders (guides for cutting the cards).
8. Grouping: Sequential or Stacked. Select the Information icon to see formatting conventions for each option.

9. Select the **Print** icon.

Layout:  Grouping:  Sequential Stacked Choose Proctor Groups  Proctor Groups: 2 Pages: 1

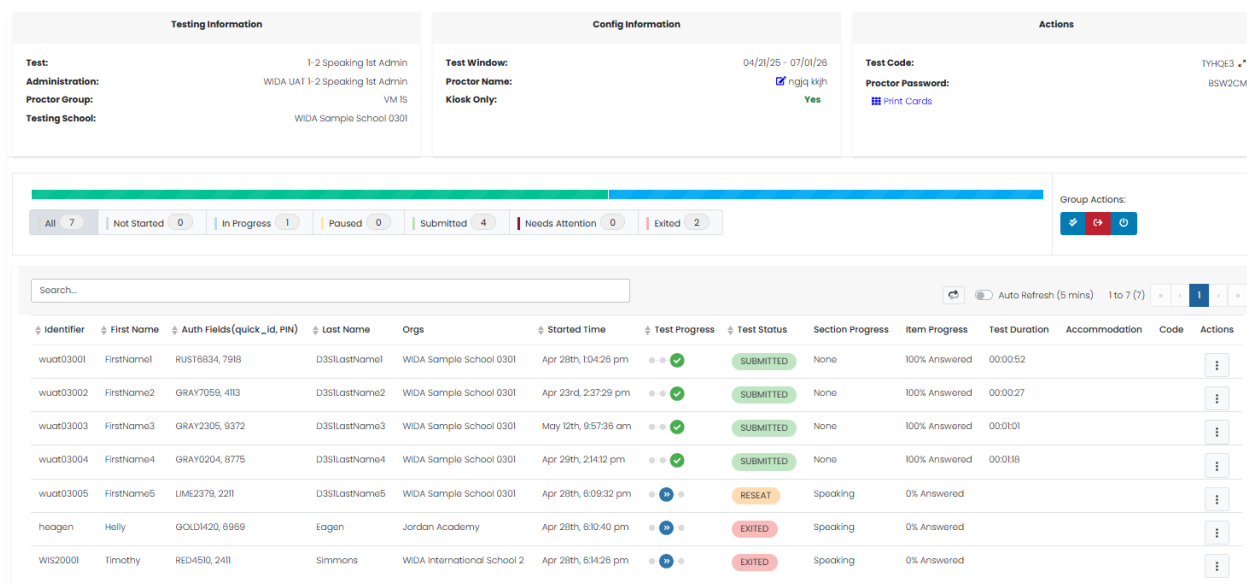
Page 1

WIDA MODEL FirstName51 D3SILastName51 6-8 Listening 2nd Admin Test Code PAXU Last Name D3SILastName51 Login ID 531421629 WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening	WIDA MODEL FirstName52 D3SILastName52 6-8 Listening 2nd Admin Test Code PAXU Last Name D3SILastName52 Login ID 69919128 WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening
WIDA MODEL FirstName53 D3SILastName53 6-8 Listening 2nd Admin Test Code PAXU Last Name D3SILastName53 Login ID 1449749 WIDA UAT 6-8 Listening 2nd Admin VM 2nd admin 68 listening	WIDA MODEL Student3 Johar 6-8 Listening 2nd Admin Test Code XEWY Last Name Johar Login ID 0465455 WIDA UAT 6-8 Listening 2nd Admin Test Proctor Group: 6-8 Listening (2nd admin)

Sample Print Card page

Proctor Dashboard

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

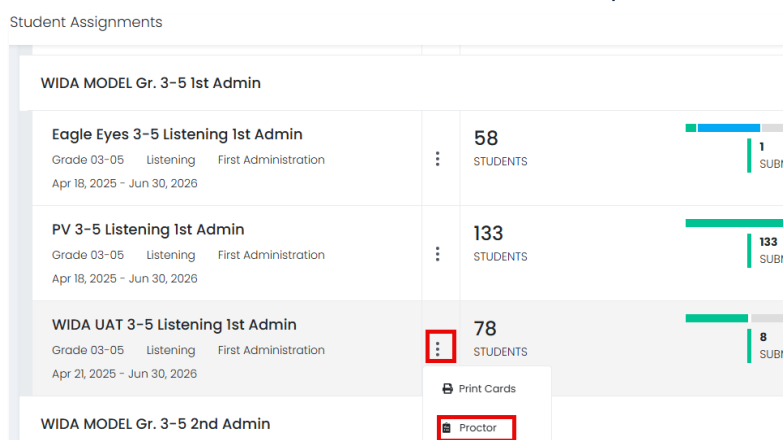


Sample Proctor Dashboard page.

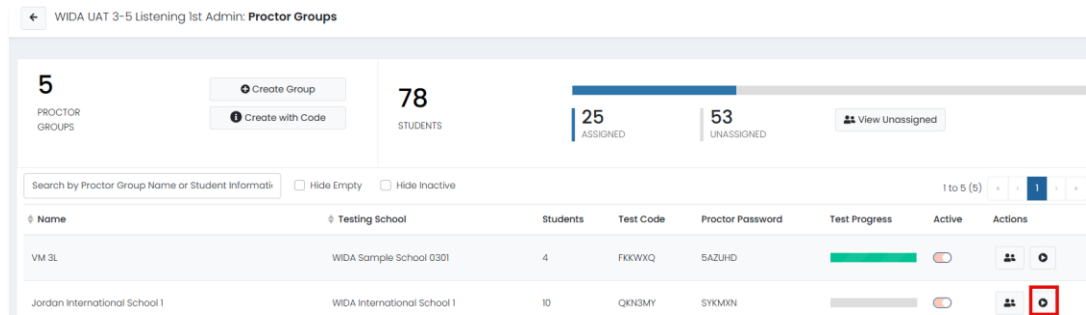
Access the Proctor Dashboard

To access the proctor dashboard:

1. Select **Student Assignments**.
2. Locate the specific domain administration you would like to proctor a test for. Select the Actions menu for the administration via the ellipsis, then select **Proctor**.



- From the Proctor Groups screen, select the **Proctor** icon under the Actions column for the desired proctor group.



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

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Wendy

Proctor Last Name

Cope

Save

- The proctor dashboard opens in a new browser tab.

Proctor Dashboard: Assessment Information

The top section of the Proctor Dashboard contains:

Testing Information

- Test:** Indicates the Grade Band, the Domain, and the Administration Number (eg: 1st, 2nd) of the test session.
- Administration:** This reflects the parent **Administration** of the **Test**
- Proctor Group:** The Proctor Group name of the Session
- Testing School:** The School where the test session will take place

Config Information

1. **Test Window:** This indicates when the test is available in ADAM and can be administered. For MODEL Online 1st Admin and 2nd Admin, this is the full academic program year. It does but not indicate any local policy on test schedules.
2. **Proctor Name:** This reflects the latest person to access the dashboard and may be edited by clicking the Edit button.
3. **Kiosk Only:** This indicates that students must take the domain test via the secure TestNav app.

Actions

1. **Test Code:** This is the code students need to sign in to the domain test session. This code is also on student test cards.
2. **Proctor Password:** Not applicable for WIDA MODEL Online Grades 1–12.
 - **Print Cards:** Link to view or print test cards. See also:

- [Print Test Cards](#).
- **Writing Response Form:** 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.
- **Speaking Test Administrator Script:** 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.

Testing Information	Config Information	Actions
Test: 1-2 Listening 1st Admin Administration: WIDA UAT 1-2 Listening 1st Admin Proctor Group: . Testing School: WIDA Sample School 0302	Test Window: 04/21/25 - 07/01/26 Proctor Name: Amy Cook Kiosk Only: Yes	Test Code: .NPSW Proctor Password: Y22WJK Print Cards

Sample assessment information on the Proctor Dashboard

Actions

Test Code: .BEUZ
Proctor Password: .QJZD
[Print Cards](#)
[Print MODEL Online 3-5 Writing Student Response Form](#)

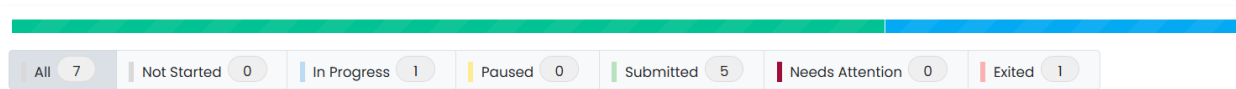
Sample link to Writing Response form.

Understand Test Status and Progress

Students will be in one of the following statuses as they move through the test, which can be tracked in the Test Status column of the Student Sessions list.

Test Status

The Progress Bar provides a visual overview of how many students have not started (gray) submitted (green) or are still in progress (blue). Below, the status bar reflects the status count of the Test Status column. Select a status to filter the student list.



- **Not Started:** The student has not signed in to the test. No action is needed by the proctor.

- **In Progress:** The student has signed in to the test. No action is needed by the proctor.
- **Paused:** Not applicable for MODEL Online.
- **Submitted:** The student has completed the test and submitted their answers.
- **Needs Attention:** Not applicable for MODEL Online.
- **Exited:** The student has exited their test without submitting or has been exited by the proctor without submitting. Students in an Exited status will need to be reseated to log back into their test in TestNav.

Status and Progress Information

The Proctor Dashboard contains information on how students progress through their test.

- In the **Item Progress** column, hover over the % **Answered** to view details.

100% Answered	Progress Current Section: Reading Current Item: 7 Answered: 8 Visited: 9 No of Items: 19 No of Sections: 2
100% Answered	
43% Answered	

- **Test Duration** indicates the total time the student has been in progress.
- In the **Section Progress** column, the current section of students who are in progress is displayed. Not that for MODEL Online, the section is typically the name of the domain.

Test Progress	Test Status
	NOT STARTED
	EXITED
	SUBMITTED
	RESEAT

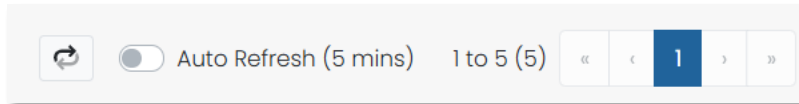
The Test Progress column has three statuses: **Not Started**, **Started** and **Submitted**. Each is represented with a different icon shown in a position left to right in the order in which a student would move through a test.

Students with a **Reseat** status are considered 'In Progress.' The status indicates the student was reseated by an administrator. If a student logs out of their test before they complete and submit they will be in an Exited status, and will need to be reseated in order to resume or complete their test.

Students with an Exited status are also considered 'In Progress.' The status indicates the student exited TestNav without submitting. After they have been reseated by the test administrator, the student can sign back in to continue.

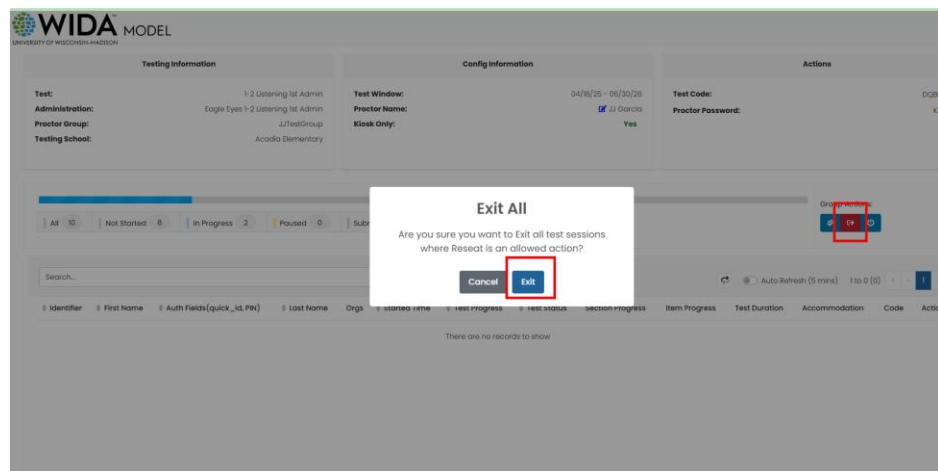
Available Actions

To preserve bandwidth, the Proctor Dashboard does not continually refresh student progress. Toggle on **Auto Refresh** or select the **Refresh** icon as needed.

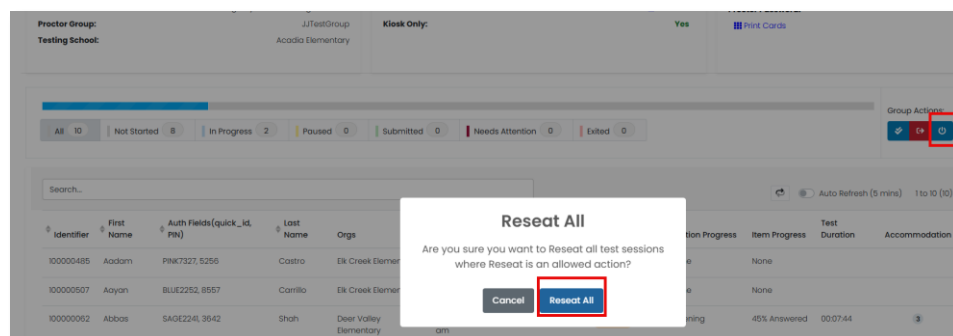


Under **Group Actions**, the test administrator can select

- **Exit All Sessions** to stop all student test sessions in progress. This is available to use for unforeseen circumstances such as a fire alarm. Be careful not to click this by accident as all students will need to sign back in and be reseated to continue. This will not have any impact on students in a Submitted status.



- **Reseat All** to allow students to rejoin a test session after exiting.



There are individual actions available for each student depending on their current test status. Select the Actions menu for a student to access:

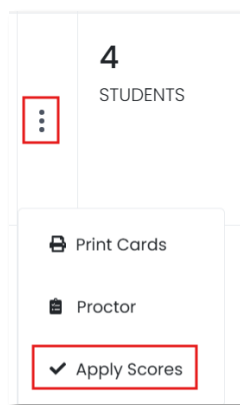
Score the Writing Domain Test

For MODEL Online Writing tests, scores will need to be manually entered in. 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.

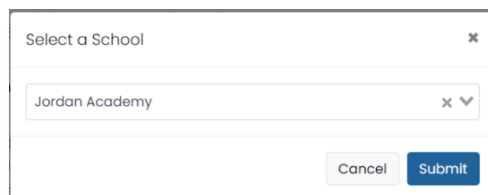
Important: If a previously entered Part B score is changed to a value below 3, then Part A will need to be rescored.

Navigate to the Scoring Page and Apply Scores

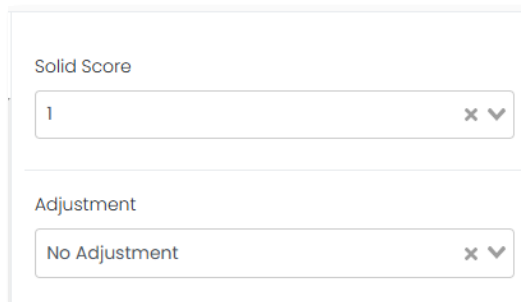
1. Select **Student Assignments**.
2. Locate the specific Writing domain administration you would like to score (e.g., 1–2 Writing 1st Admin). Select the Actions menu for the administration, then select **Apply Scores**.



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



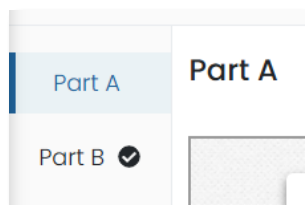
Use the drop downs to select the score for Part B. For each response, select a **Solid Score** from the **Solid Score menu** and an **Adjustment** from the **Adjustment menu**. Once both are applied, select



The image shows two dropdown menus. The first is labeled 'Solid Score' and has '1' selected. The second is labeled 'Adjustment' and has 'No Adjustment' selected. Both menus have an 'x' icon and a downward arrow icon.

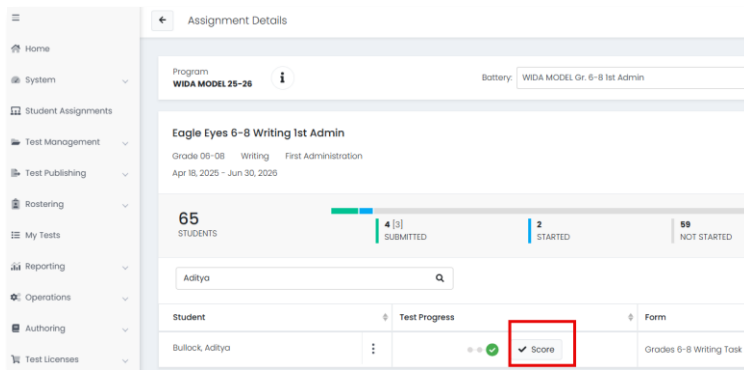
Submit Scores.

If a student's score on Part B is below a score of 3-, you will also be prompted to score Part A. Select a **Solid Score** from the **Solid Score menu** and an **Adjustment** from the **Adjustment menu**. Once both are applied, select **Submit Scores**.

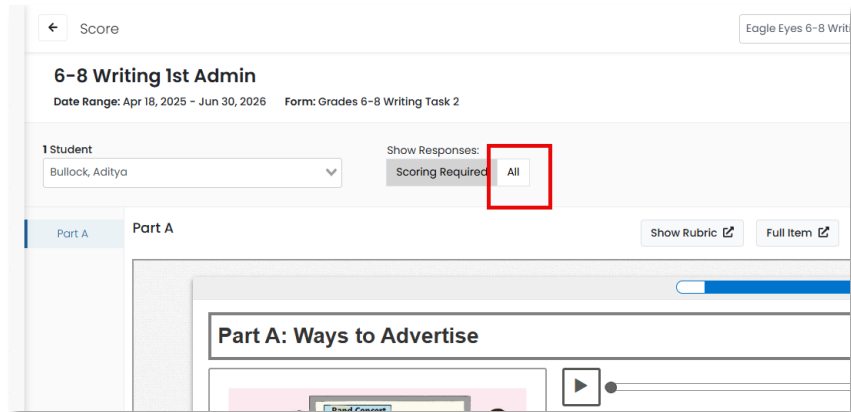


Edit/Change Scores After Initial Score was Assigned

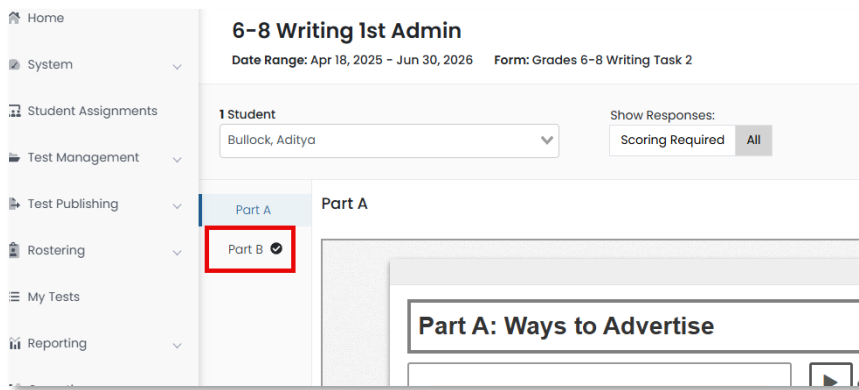
1. Navigate to scored student via Student Assignments and select **Score**



2. Select **All** in **Show Responses**



3. Select Scored form



4. Adjust scores

6-8 Writing 1st Admin

Date Range: Apr 18, 2025 - Jun 30, 2026 Form: Grades 6-8 Writing Task 2

1 Student

Bullock, Aditya

Show Responses

Scoring Required All

Part A

Part B

Show Rubric

Full Item

Solid Score

1

2

3

4

5

6

Part B: Ways to Advertise

Think carefully about these questions to get ideas for your writing:

- Which advertising plan do you think the band members should use?
- What are the reasons that your plan is the best?
- How will your plan get the most people to come to the concert?

Write a plan for the school band to advertise their concert. Your advertising plan may include one or two of the band's ideas, or your own idea(s). Give specific reasons why the plan you chose will help the band members have the most people come to the concert.

6-8 Writing 1st Admin

Date Range: Apr 18, 2025 - Jun 30, 2026 Form: Grades 6-8 Writing Task 2

1 Student

Bullock, Aditya

Show Responses

Scoring Required All

Part A

Part B

Show Rubric

Full Item

Solid Score

2

Adjustment

No Adjustment

1A+

1A

1A-

1B+

1B

1B-

Part B: Ways to Advertise

Think carefully about these questions to get ideas for your writing:

- Which advertising plan do you think the band members should use?
- What are the reasons that your plan is the best?
- How will your plan get the most people to come to the concert?

Write a plan for the school band to advertise their concert. Your advertising plan may include one or two of the band's ideas, or your own idea(s). Give specific reasons why the plan you chose will help the band members have the most people come to the concert.

2 Students

D3SILastName21,
FirstName21

←
→

2 Students

D1SILastName3, FirstName3

←
→

Show Responses:

Scoring Required
All

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

Show Rubric
Full Item

- While the test prompt is automatically displayed on the Score page, it can be helpful to view the **Full Item** as displayed to the student in a separate window. Either use the horizontal and vertical scroll bars to view the content on the Score page or select **Full Item** to view in a new window and select **OK** to return to the Score 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 **Scoring Required** to only view responses that require scoring. Select **All** to view all responses, including responses that have been previously scored.

Show Responses:

Scoring Required
All

Part A
Part B

Part B

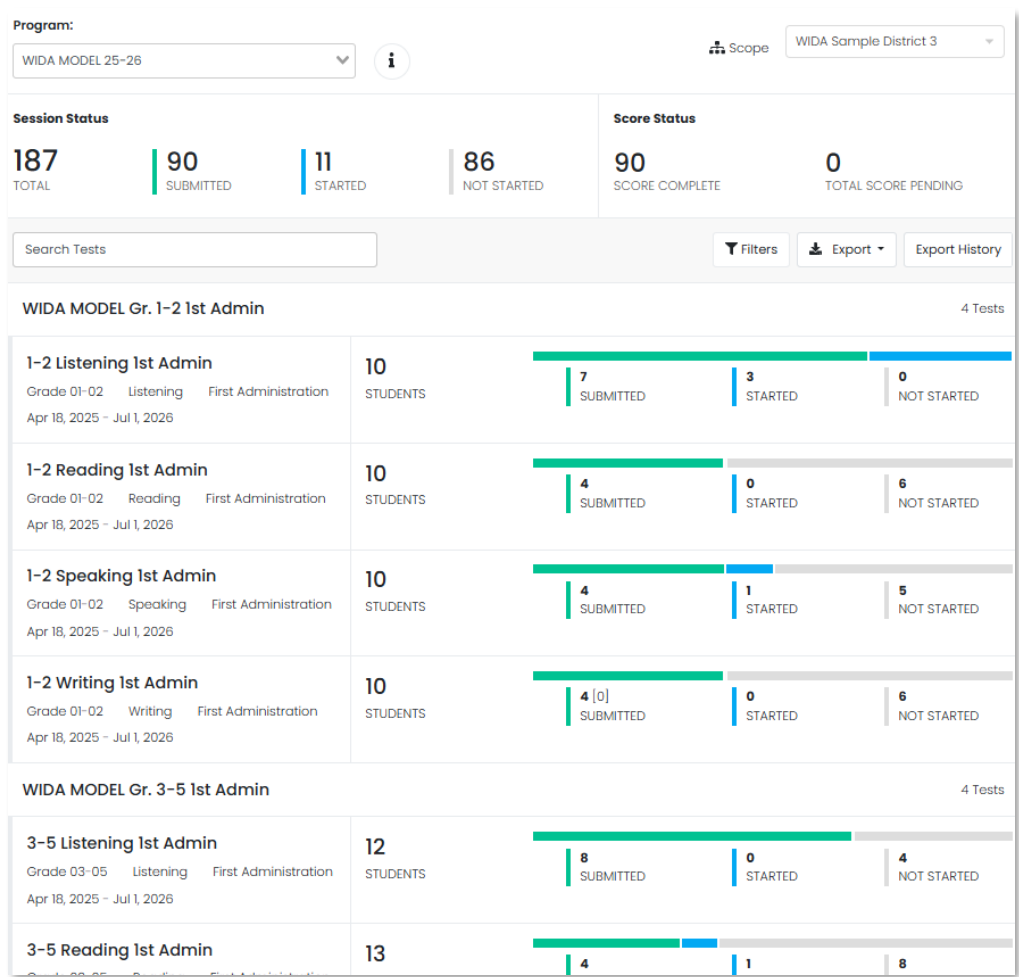
Track Test Administration

Account Administrators and District Administrators can view the following reports to review test volume and completion rates:

- **Progress:** The report provides test status statistics and is best suited for tracking administration status.
- **Activity:** This report provides statistics on testing volume.

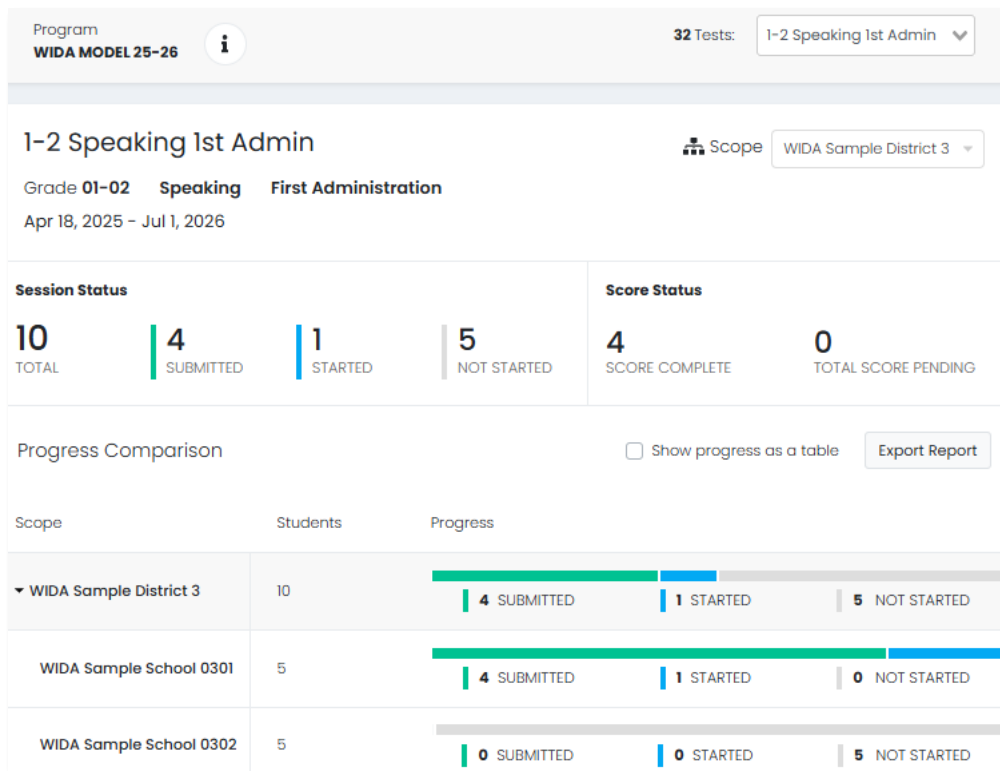
Progress Report

- The Progress Report defaults to a view of all tests within the account. It displays the testing window for each test, the total number of student assignments, and the test status of the students. **Available** filters include Domain, Grades and Testing Windows in addition to a search by domain test.



Sample Progress Report

- Selecting an individual domain test row on the Progress Report displays a Progress Comparison across available organizations. The Progress Comparison can be shown as a table and has an **Export Report** option.



Activity Report

The Activity Report shows the activity on all test administrations over a selected time period and is best used for viewing test session volume. Test sessions refer too. Session is defined as the number of kids proctored (assigned to a test) and Submitted are those that have completed a test.

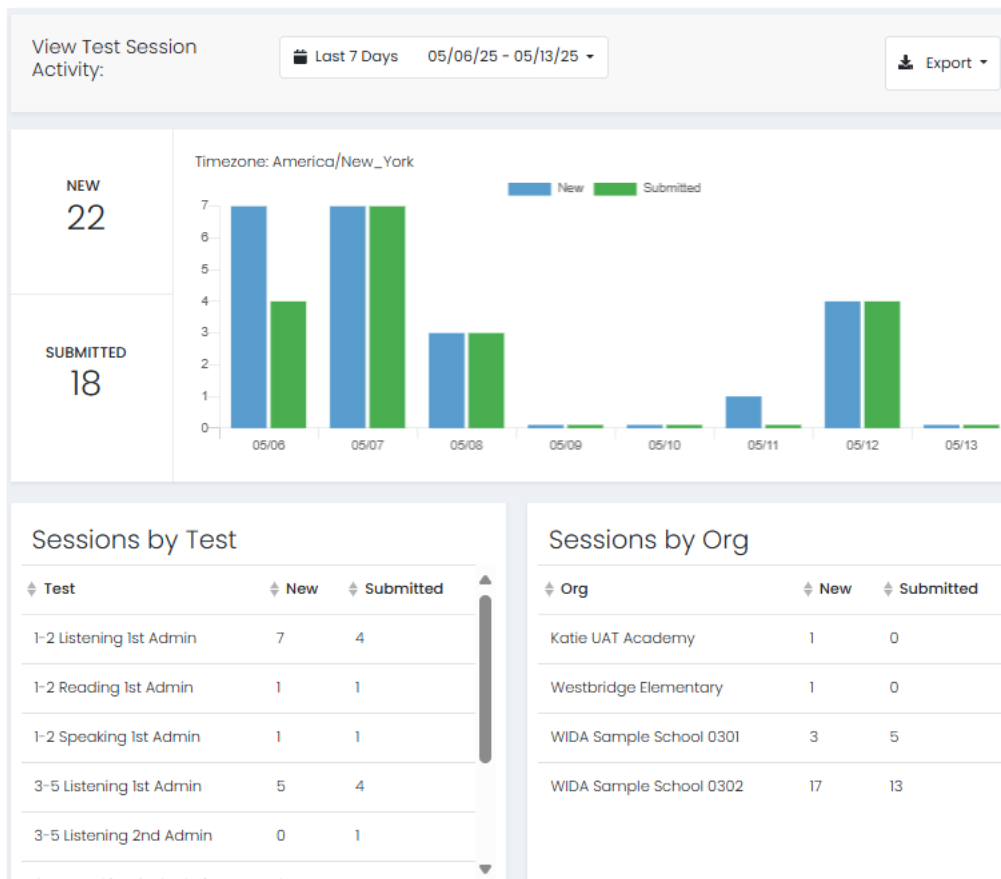
The top bar shows test session activity today. The rest of the report shows activity for the selected dates. You can hover over the bar chart to see the number of individual student domain test sessions submitted. For 'New' sessions, only the first session of multi-day testing is counted.

- **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 organizations with the selected date range.

To access the report, navigate to **Reporting > Activity**.

You can:

- In the **View Test Session Activity** menu, select a custom date range or select one of the predefined date ranges: Today, Past Week, Past Month or Year-to-Date.
- In the **Export** menu, select an option to export the report to a CSV file.
- Hover over the bar chart to see the number of new and submitted sessions.



Sample Activity Report

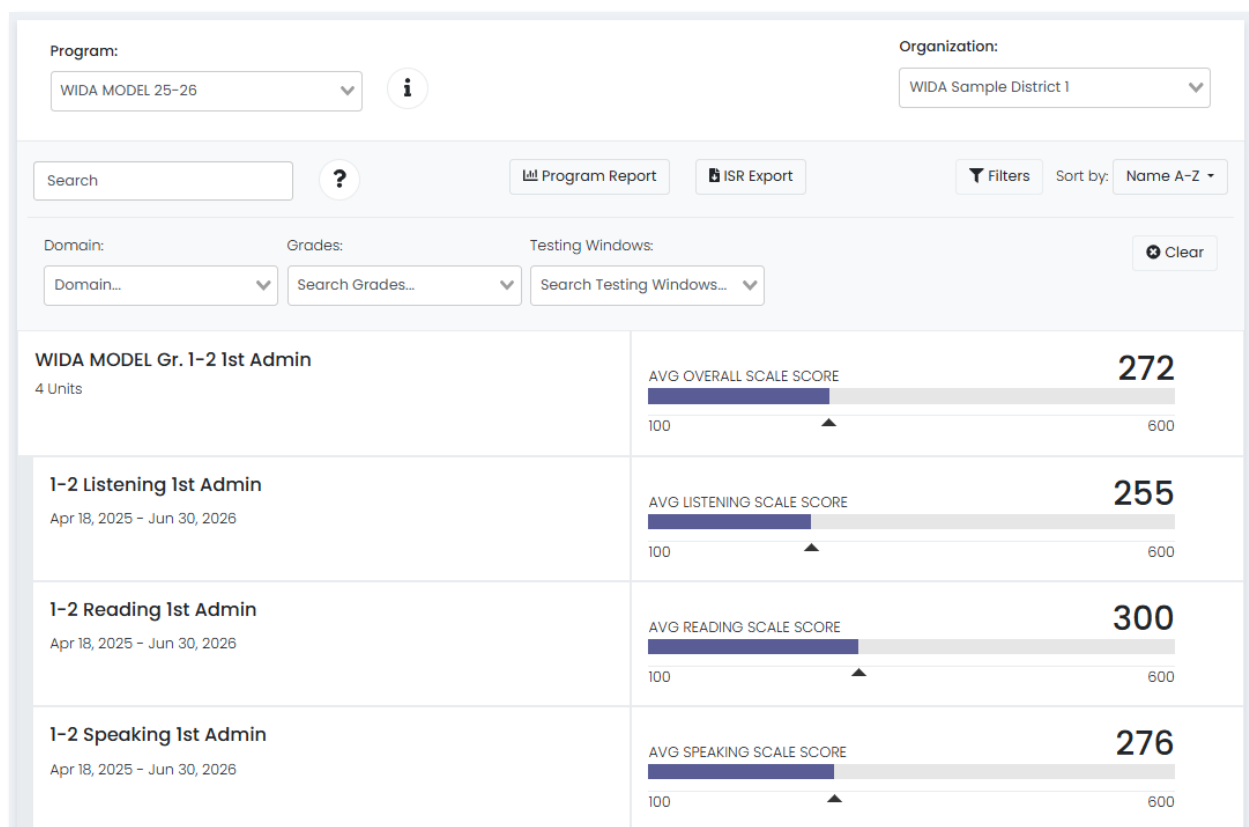
Performance Reports

The Performance Dashboard displays aggregate scale score information for schools and districts at the domain and battery levels. From there, you can drill down to an individual battery or domain test for proficiency level frequency information as well as individual student performance information. Student score information appears in the Performance Dashboard once all four language domains have been completed, and a Writing score for the student has been entered.

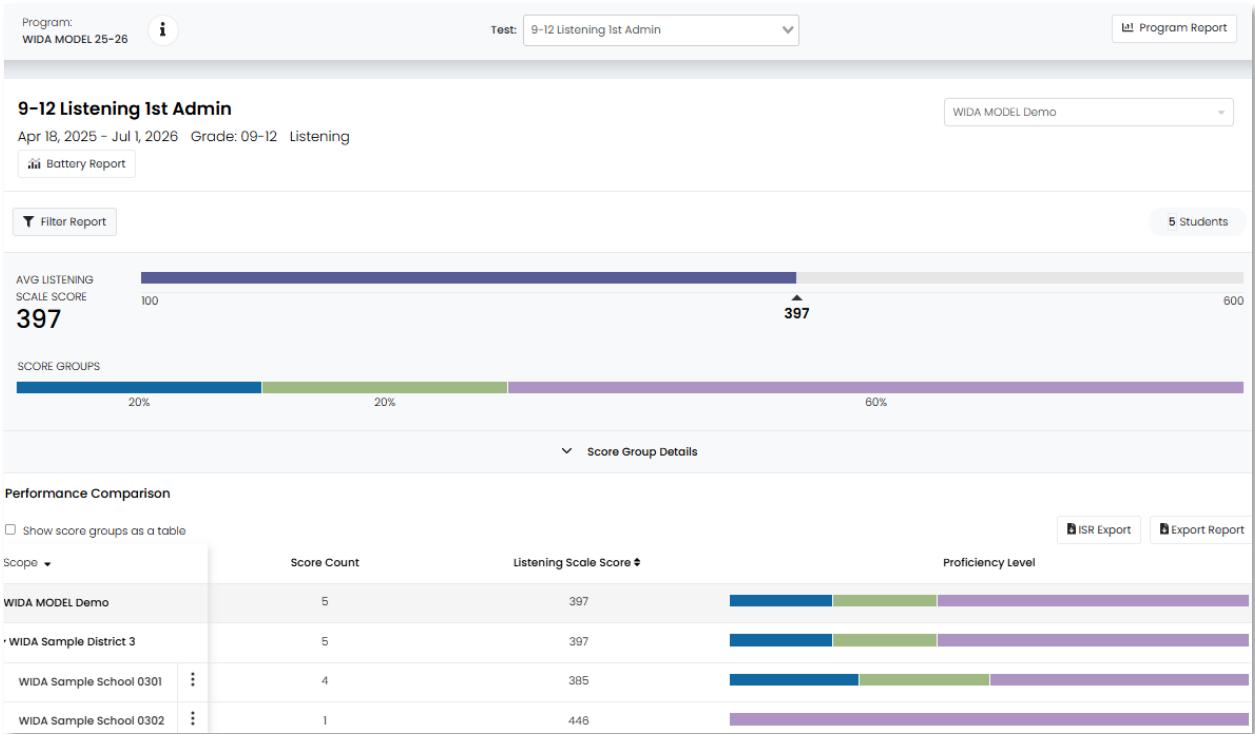
To view the performance dashboard, select **Reporting > Performance**.

You can:

Use **Filters** to narrow the view by Domain, Grade band and Testing Window (administration). Select anywhere on a battery or domain test row to view the test details page. Select a battery (e.g., “WIDA MODEL Gr. 1–2 1st Admin”) to view the number and percentage of tested students (per grade-level cluster) who scored at each proficiency level for Overall, Literacy, and Oral Language composite proficiency levels. Select a domain to view proficiency level frequency information for an individual domain.



Sample Performance Dashboard



Sample Performance Dashboard: Test Details

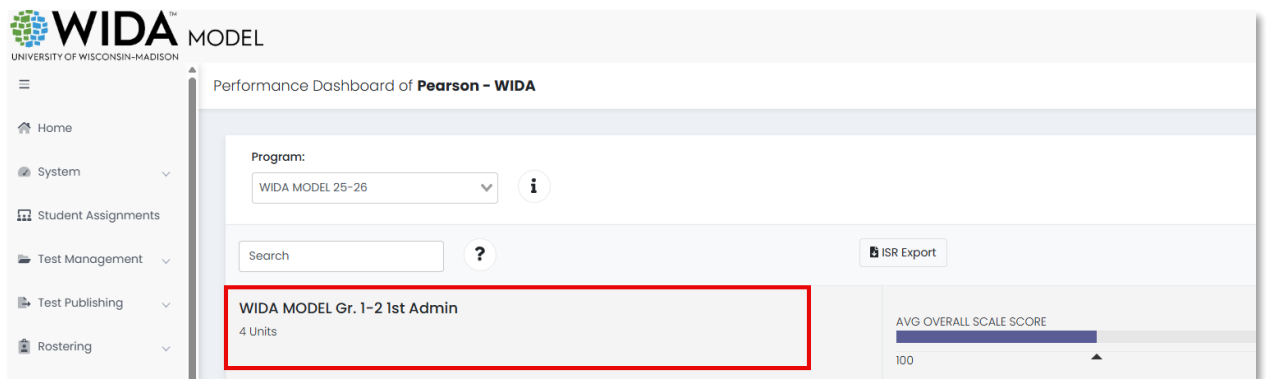
Select **Show score groups as a table** to view the information as a table. Select **Export Report** to export the information presented in the table as a CSV file.



Student Performance

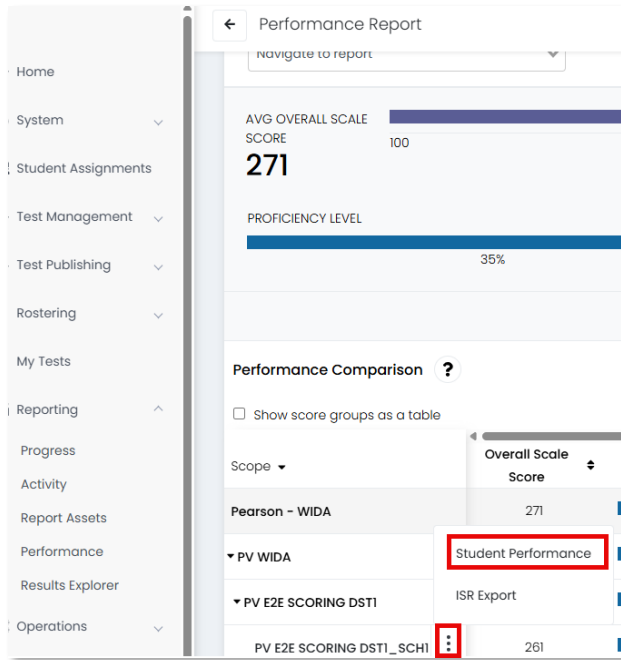
To view student performance for students at a particular school select the Actions menu for the relevant school then select Student Performance. The Student Performance screen displays the students who have completed the administration, their scale scores, and their levels of proficiency for each composite or domain. This report is only available at the school level. It also provides access to the Individual Student Report (ISR). The ISR shows a student's scores in one document. It includes numerical scale scores and proficiency level scores for the four domains (Listening, Speaking, Reading, Writing) and three composite scores (Oral Language, Literacy, and Overall score). and the ISR can be printed or saved in PDF format.

1. Go to **Reporting > Performance**.
2. Select anywhere on the Battery test row.

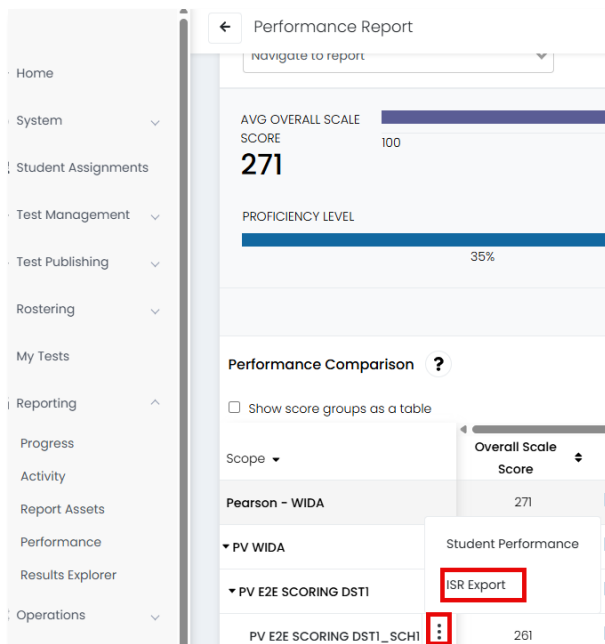


3. 'Drill down' to the desired organization list as needed and from the Actions menu, select **Student Performance**. Also note the **ISR Export** option here.

4. For a specific Student's ISR's, select "Student Performance"

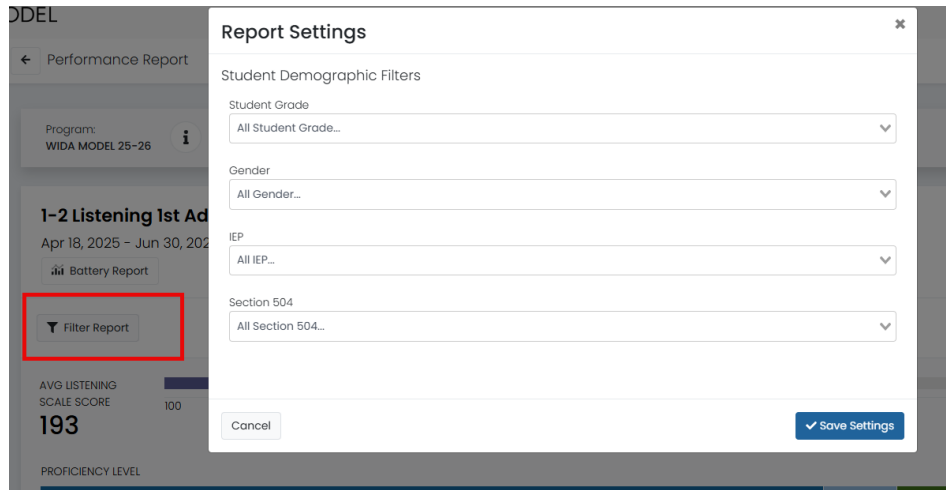


5. For School Bulk ISR export, select "ISR Export"

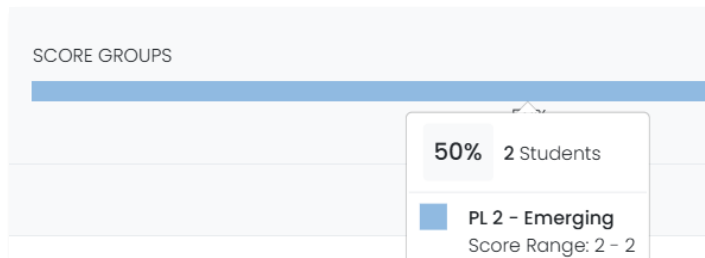


6. In the Domain Level Student Performance report, you can:

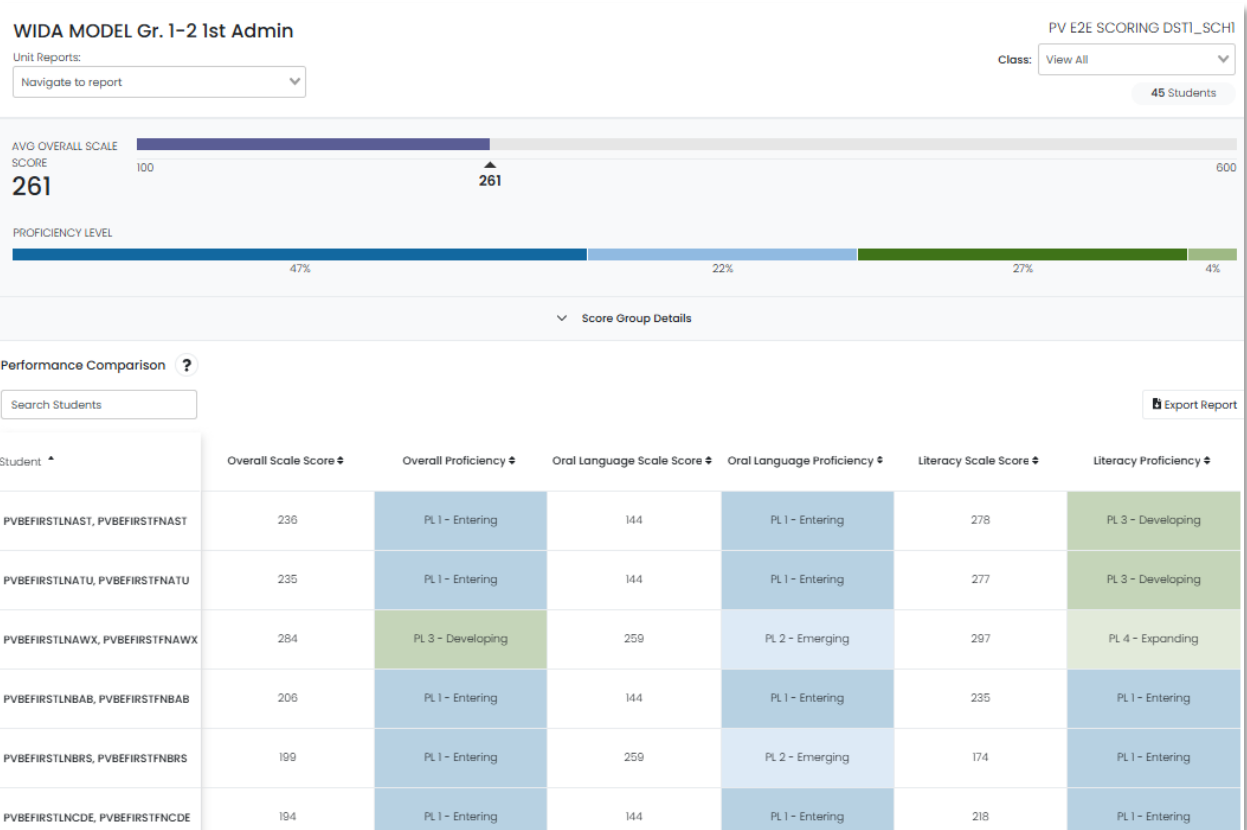
- **Filter** the report by student demographics.



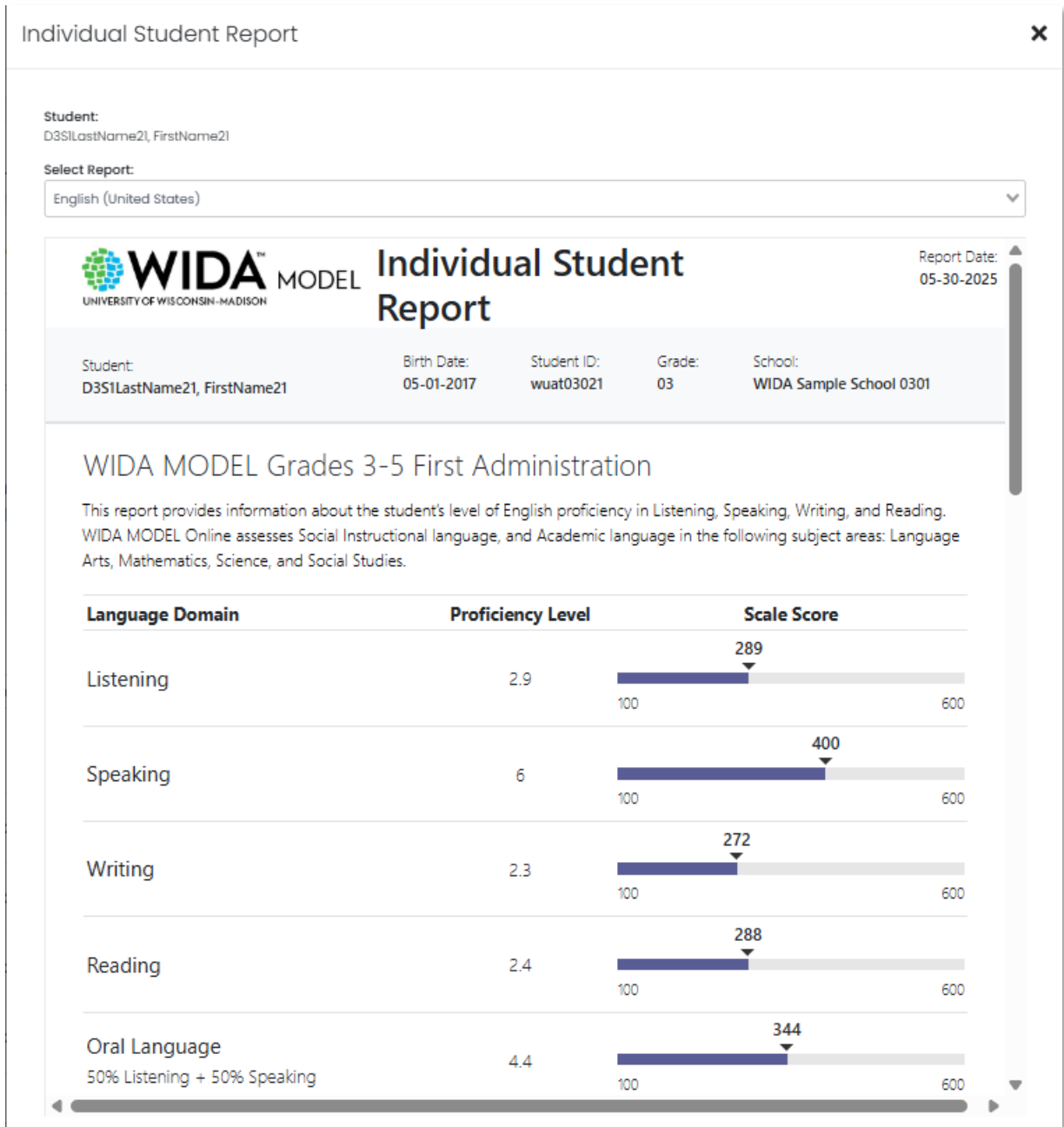
- Select a different **Test**.
- Hover over a score group segment to view proficiency level detail.



- **Sort** by student, scale score or proficiency level. **Search** for a student by entering their name.
- Go to the **Battery Report**.
- Download the report by selecting **Export Report**.
- Download the Individual Student Report for each student by selecting **ISR Export** and applying filters as needed.



Sample Student Performance Report



Sample Individual Student Report (ISR)

View Test Licenses and Order History

Account and district 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 purchased for a given account.

Each license is valid for one administration (battery) of all four-domains (Listening, Reading, Writing, Speaking) per student. A license is pulled (considered consumed) when the first domain test is started for a student.

Example: If a district has 10 test licenses, that means they can test 10 students. But 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.

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

Licenses ⌵	Total: 300	Available: 290	Reserved: 10	Consumed: 0	Expired: 0
-------------------	-------------------	-----------------------	---------------------	--------------------	-------------------

- **Total:** Total number of MODEL Online licenses purchased and loaded to the ADAM platform
- **Available:** Total licenses not yet reserved or consumed (e.g., a license purchased but not yet assigned to a student).
- **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.

To view orders:

1. Select **Test Licenses > Order History**.

Account administrators who are assigned to multiple accounts can filter the list by account, account name or identifier. District administrators can filter by transaction type.

The screenshot shows the top section of the Order History page. It includes three main filter areas: 'Account' with a dropdown set to 'ALL', 'Transaction Type' with a dropdown menu open showing options 'All', 'Expired' (highlighted in blue), 'Ordered', 'Reserved', and 'UnReserved', and 'Account Name or Identifier' with a search box. Below these filters, a summary bar displays 'Licenses: Total:180550', 'Consumed:1649', and 'Expired:2'. A pagination control at the bottom right shows '1 to 25 (1139)'.

Sample Order History page.

Transaction Type Definitions:

- **Expired:** License that was not used before the expiration date
- **Ordered:** Licenses that were received through the API or through the Metritech initial load
- **Reserved:** License is reserved for a current battery
- **Unreserved:** License is available to reserve

2. Select **More info...** in the Actions column to open details about the order.

The top screenshot shows the Order History table with columns: Account Name, Account Admin, Order Number, Transaction Type, Transaction Date, Licenses Added, Licenses Available, License Expiration Date, and Actions. The 'More info...' link in the Actions column is highlighted with a red box. The bottom screenshot shows a modal window for Order Number WU-99900002. The modal contains a table with the following data:

Type	Sku Number	Licenses Added	Description	License Expiration Date
Online	138938	30	01-0553 - WIDA MODEL Online Grades 1-12 (Set of 10)	04/18/2026

The modal also includes a 'Close' button at the bottom right.

Account Administrator Only Tasks

A few features are only available to account administrators.

Create Bulletins

Bulletins are used to post announcements to the test administration dashboard for your District, School or Test Administrators. Only the account administrators can create and delete bulletins.

To create a new bulletin:

1. Go to **System > Bulletin Board**.
2. Select **Create New Bulletin**.
3. Enter bulletin detail:
 - **Title:** Enter a descriptive title.
 - **Message:** Enter and format your message. You can include images, video, tables, links, etc.
 - **Pinned:** Pin the content to ensure it does not expire until you manually delete it.
 - **Posting and Expiry Date:** Select a date to post your bulletin and a date for it to expire (unless it's pinned).
 - **Type:** Select None, Documents, Announcement or News.
 - **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 10MB per file, with the accepted file types of: .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .txt, .csv.
4. Click **Save** or **Send & Save**, depending on whether you choose to notify the audience.

To edit or delete a bulletin:

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