



WIDA Screener Requirements and Resources

Identification and screening of students is addressed in Section 2 of the [Maine Lau Plan Template and Guidance](#).
 Legal Basis: Section 3111, Elementary and Secondary Education Act of 1965 and Title I, Part A, Section 1111(b)(2)(G)

Enrollment




If a student's [Language Use Survey](#) reflects a primary/home language other than English (meaning that any of the three questions is answered with a language other than or in addition to English), an English language proficiency screener must be administered. To ensure consistent and equitable identification practices, school staff may not make subjective decisions about which students will and will not be screened.

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Review the [Multilingual Learner Identification and Placement Guidance](#) document which can be found on the [Maine DOE website](#) and on [Maine's WIDA state page](#). This document outlines initial assessment and identification as well as test administrator training and certification requirements.

*Reminder: Review new and returning test administrator requirements for screener training courses. Budget time to complete all required training. Length of time is listed under *Course Features* per screener.

WIDA Screener Checklist *Updated January 2026*

Step 1	<p>Create a WIDA Secure Portal account to complete assessment training, review test administrator manuals, and materials.</p> <p>Create a WIDA AMS account to register and manage student and test information.</p>	<p>https://wida.wisc.edu/about/consortium/me</p> <p>Reference the right-hand side of the page for contact information.</p>
Step 2*	<p>Review WIDA Screener Online & Quick Start Guide for screener administration</p> <ul style="list-style-type: none">  WIDA Screener for Kindergarten  WIDA Screener Online, Grades 1-12  WIDA Screener Paper, Grades 1-12 <p>Note: <i>Maine is not implementing WIDA Alternate Screener for the 2025-2026 school year.</i></p>	<p>Resource: WIDA Screener</p> <p>Find all assessment training courses and resources in the WIDA Secure Portal.</p> <p>Maine's training requirements are outlined on pages 9-10 of the Multilingual Learner Identification and Placement Guidance document.</p>
Step 3	Technology	<p>See WIDA Quick Start Guide, Step 3 to ensure that the right technology is available for students to take the assessment.</p> <p>https://wida.wisc.edu/assess/screener/online/qsg</p>

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Step 4	Set up the test registrations in WIDA AMS.	See WIDA Quick Start Guide, Step 4 to ensure that you can add students to WIDA AMS and create test registrations. https://wida.wisc.edu/assess/screener/online/qsg
Step 5	<p>Administer the assessment.</p> <p>Explain to the students why they are being screened.</p> <p>This is not a test. It is meant to show what students can do in English through speaking, listening, reading, and writing.</p> <p>The screener will identify if students qualify for in addition to English language development services.</p>	<p>See WIDA Quick Start Guide, Step 5 to ensure that test administrators are ready to deliver reliable and positive testing experience.</p> <p>https://wida.wisc.edu/assess/screener/online/qsg</p> <p>For students with IEPs or suspected disabilities, work with a team to determine appropriate accommodations.</p> <p> Accessibility and Accommodations Manual</p> <ul style="list-style-type: none"> • Accommodations Checklist for WIDA Screener for Kindergarten • Accommodations Checklist for WIDA Screener Online • WIDA Screener: Blind/Visually Impaired and Deaf/Hard of Hearing Administration Guidance WIDA Secure Portal
Step 6	Score student responses	See WIDA Quick Start Guide, Step 6 to ensure that the speaking and writing responses are scored by a certified test administrator who has successfully completed the Speaking and Writing scoring courses. https://wida.wisc.edu/assess/screener/online/qsg
Step 7	<p>Generate and print WIDA Screener Online Score Reports</p> <p>Place in student’s cumulative file</p>	See WIDA Quick Start Guide, Step 7 to access a video about “Accessing Score Reports” if needed. https://wida.wisc.edu/assess/screener/online/qsg
Step 8	Family Communication about WIDA Screener and Results	Share the What is WIDA Screener? handout, translated into the 16 most popular languages in the WIDA Consortium. Reminder: For students enrolling at the start of the school year, parents/guardians must be notified of

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		<p>students' eligibility for ESOL services within 30 calendar days of enrollment. After the start of the school year, notification must happen within two weeks of the student's identification.</p> <p>DOE Sample ESOL Eligibility Parent Notification Form</p>
Step 9	<p>Complete the Multilingual Learner Data Entry Checklist</p> <p>Responsible role inputs student data into the local Student Information System (SIS)</p>	<p>Multilingual Learner Upload and Reporting Checklist</p> <p>This is located on Maine DOE Student Data Entry and Reporting under <i>Student Enrollment Guides, Multilingual Learner Identification</i>.</p>

WIDA Guidance for "Why to Terminate" a test domain: [Screener Online TAM](#) page 18

WIDA AMS Online Help: Instructions for "End Incomplete Test"

[https://assets.drctdirect.com/States/WIDA%20AMS%20Online%20Help/index.htm#t=Test_Management_\(Registration\)%2FTest_Ticket_Management_and_Do_Not_Score_Codes.htm](https://assets.drctdirect.com/States/WIDA%20AMS%20Online%20Help/index.htm#t=Test_Management_(Registration)%2FTest_Ticket_Management_and_Do_Not_Score_Codes.htm)