

WIDA Screener Checklist: Requirements & Resources

Maine uses a statewide multilingual learner (ML) identification process to ensure students who may qualify for language acquisition services are identified in a timely and equitable manner. As part of the enrollment process, all newly enrolled students in PreK–12 must complete Maine’s [Language Use Survey \(LUS\)](#).

School staff should use Maine’s [English Language Proficiency Screener Decision Tree](#) to determine whether a student requires language screening for ML identification, in accordance with Maine’s [Multilingual Learner Identification and Placement Guidance](#).

For students in grades K–12, this includes administration of the appropriate WIDA Screener to support ML identification and placement decisions. PreK guidance is outlined in the [Multilingual Learner Identification and Placement Guidance](#) and further codified at the local level in each School Administrative Unit’s [Lau Plan](#).

All staff administering a WIDA Screener must complete the required WIDA training and certification prior to testing. New and returning test administrators should review screener-specific training requirements and allow sufficient time to complete all required coursework. Estimated training times are available under “Course Features” for each screener.

Use the checklist below to support consistent administration of the WIDA Screener and ensure required steps are completed throughout the screening process.

Step 1	Create a WIDA Secure Portal account to complete WIDA screener training, review test administrator manuals, and materials. Create a WIDA AMS account to register and manage student and test information.	https://wida.wisc.edu/about/consortium/me Reference the right-hand side of the page for contact information.
Step 2	Review WIDA Screener website which includes WIDA’s suite of English language proficiency screeners, grades K–12.  WIDA Screener for Kindergarten  WIDA Screener Online, Grades 1-12  WIDA Screener Paper, Grades 1-12  Maine is currently <i>not implementing</i> the WIDA Alternate Screener.	Find all screener training courses and resources in the WIDA Secure Portal. Maine’s training requirements are outlined on pages 11-12 of the Multilingual Learner Identification and Placement Guidance.
NEW: Students in Grades K–12 with Significant Cognitive Disabilities Before language screening, schools must administer WIDA’s Tell Us About Your Child Survey with the family. The survey, available in 17 languages, gathers information about the student’s language and communication in both the home language and English to inform screening and programming decisions. • IEP team coordination, including an ESOL educator, is required.		

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	- Use survey findings to determine the appropriate WIDA Screener Online or Paper administration and needed accommodations. - Provide interpretation/translation in the family's preferred language and, when appropriate, engage a cultural broker. - Place the completed survey and screener score report in the student's cumulative file.	
Step 3	Family Communication about WIDA Screener	Share the What is WIDA Screener? handout, translated into the 16 most popular languages in the WIDA Consortium.
Step 4	For students enrolling with an IEP or 504, work with the IEP team (including an ESOL educator) to determine appropriate accommodations. <i>*Reference Additional Maine Guidance (located at the end of this document) if a student is unable to meaningfully access the WIDA Screener <i>after all allowable WIDA accommodations have been provided and the IEP team has been consulted.</i></i>	✿ Reference WIDA's Accessibility and Accommodations Manual to determine appropriate accommodations for screening <i>as an IEP team</i>. Accommodations Checklist for WIDA Screener for Kindergarten Accommodations Checklist for WIDA Screener Online, Grades 1-12 New accommodations for WIDA Screener Online ✿ Assistive Technology (AT) ✿ Speech-to-Text (STT) Accommodations Checklist for WIDA Screener Paper, Grades 1-12 WIDA Screener: Blind/Visually Impaired and Deaf/Hard of Hearing Administration Guidance WIDA Secure Portal
Step 5	Technology & Test Materials	If you're administering WIDA Screener Online, make sure you have the right technology available for students to take the assessment. Plan and collaborate with technology coordinators and explore the resources for technology coordinators. Prepare test materials. Download required materials from the WIDA Secure Portal. For WIDA Screener Paper materials, contact Maine DOE directly.
Step 6	Set up the test registrations in WIDA AMS	Review WIDA Assessment Management System (WIDA AMS) User Guide to ensure that you can add students to WIDA AMS and create test registrations.

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Step 7	Administer the assessment Always follow the Test Administrator Script to administer the assessment. - For WIDA Screener for Kindergarten, make sure you have plenty of space in a quiet room that is free of distractions. - For WIDA Screener Online, make sure to print test tickets for students in advance, and be prepared to assist students with the technology. - For WIDA Screener Paper, make sure to test the Listening and Speaking test audio and have your audio device ready to go.	Reminders - Explain to students why they are being screened. <i>The screener will identify if students qualify for English language development services.</i> - Explain that <i>this is not a test</i>. It is designed to help teachers understand what students can do in English across the domains of speaking, listening, reading, and writing so they can provide appropriate instruction and support. - Prior to administering WIDA Screener Online assessments, accommodations should be used with <u>online practice tests or sample items</u> to ensure the assessment platform is set up correctly and that the student is comfortable using these accommodations with WIDA content.
Step 8	Score student responses	Some WIDA Screener assessment domains are scored during the assessment by the test administrator or test platform. Other domains are scored after the test is complete. - For WIDA Screener Online, scoring is completed in the WIDA Assessment Management System (WIDA AMS) and a report generated. - For WIDA Screener Paper and WIDA Screener for Kindergarten, score points are entered into a score calculator, where proficiency levels are calculated and a report is generated.
Step 9	Generate and print WIDA Screener Online Score Reports	Place score report in student's cumulative file
Step 10	Family Communication about WIDA Screener Results	For students enrolling at the start of the school year, parents/guardians must be notified of 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. For sample Parent Notification forms, visit: ESOL Programs Toolkit Department of Education

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Final Step	Complete the Multilingual Learner Data Entry Checklist Responsible role inputs student data into the local Student Information System (SIS)	Multilingual Learner Upload and Reporting Checklist This is located on Maine DOE Student Data Entry and Reporting under <i>Student Enrollment Guides, Multilingual Learner Identification</i>.
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Additional WIDA Guidance

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

*Additional Maine Guidance

Consistent with Title VI of the Civil Rights Act of 1964, students with disabilities, including those who are non-speaking or use an Augmentative and Alternative Communication (AAC) device, must participate in English language proficiency screening when identified through a Language Use Survey process and ***may not be excluded from multilingual learner (ML) identification procedures due to a disability or suspected disability.***

The WIDA Screener, grades K-12, remains *the primary source* of evidence for multilingual learner identification in Maine.

If a student is unable to meaningfully access the WIDA Screener *after all allowable WIDA accommodations have been provided and the IEP team has been consulted*, schools should document access barriers and consider additional evidence to inform the ML identification decision.

Maine DOE recommends using the [Additional Multilingual Learner Identification Documentation template](#) to support consistent documentation when valid WIDA Screener results cannot be obtained.