

This document contains guidance on the identification and placement process for newly arrived English language learners in your state. WIDA and your state education agency have worked together to provide this outline of policies, procedures, assessment options, test administrator training requirements, and criteria for placement in ELL services. This document is updated each spring and throughout the year per SEA request.

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For questions related to WIDA’s website, resources, or assessments, please contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us) or (866) 276-7735.

### Initial Assessment and Identification

Questions/Topic	State-specific Guidance
<p><b>Process Overview</b></p>	<p>The North Carolina State Board of Education requires a Home Language Survey (HLS) be administered to all students upon initial enrollment. The HLS is used to help determine if the student is a language minority student.</p> <p>The W-APT or WIDA Screener Online is used as the identification screener at the appropriate grade levels. Detailed information can be found on <a href="#">NC DPI’s EL Data site</a>.</p>

## Initial Assessment and Identification

<p><b>Timelines</b></p>	<p>All students who may be considered English Learners are assessed within 30 days of enrollment in the state. When a language minority student enrolls, he or she must be administered all four domains (Listening, Speaking, Reading, and Writing) of the WIDA Screener.</p> <p>Kindergarten students enrolling at or during the 1<sup>st</sup> semester will be administered the Listening and Speaking domains of the Kindergarten W-APT. Kindergarten students enrolling in their 2nd semester will be administered all four domains of the Kindergarten W-APT. First grade students in their 1st semester will take all four domains of Kindergarten W-APT. First grade students in their 2nd semester will take the online WIDA screener.</p> <p>For students enrolling at the beginning of the school year, the parent or guardian of any student who takes the WIDA Screener or W-APT must be notified within 30 calendar days of the student's eligibility for ESL services. After the beginning of the school year, the parent or guardian must be notified within 14 calendar days of the student's eligibility for ESL services.</p>
<p><b>Home Language Survey</b></p>	<p>Home Language Survey (HLS) Administration: Upon initial enrollment in a local education agency (LEA), all students are guided through the HLS process and have a completed HLS placed on file. The state has provided a <a href="#">Sample Home Language Survey</a>, which has recommended questions to include on the HLS, such as:</p> <ul style="list-style-type: none"> <li>• What is the first language the student learned to speak?</li> <li>• What language does the student speak most often?</li> <li>• What language is most often spoken in the home?</li> <li>• Which language do you use when talking with your child?</li> </ul> <p>Responses to any of the questions on the HLS indicating languages other than English should <b>prompt the school to investigate</b> and determine the student's actual home language.</p>

## Initial Assessment and Identification

<p><b>State Approved Assessments</b></p>	<p><b>Kindergarten and Grade 1/First Semester</b>          Kindergarten W-APT - Kindergarten students enrolling at or during the 1<sup>st</sup> semester will be administered only the listening and speaking domains of the Kindergarten W-APT. Kindergarten students in 2<sup>nd</sup> semester and first grade students in 1<sup>st</sup> semester will take all four domains of the Kindergarten W-APT.</p> <p><b>Grades 1/2<sup>nd</sup> Semester through 12<sup>th</sup> grade:</b>          WIDA Screener Online          WIDA Screener Paper – SEA approval required and only for students that have a documented need in 504 or IEP</p> <p>The WIDA W-APT/Screener are the only approved identification/placement assessments used in NC.</p>
<p><b>Paper Based Screener Costs</b></p>	<p>The NC Department of Public Instruction will provide WIDA Screener Paper materials for students with a documented need in a current IEP or 504 Plan. Testing Coordinators place the order via the state warehouse. Orders must be approved by RACs.</p>
<p><b>Identification/Placement Criteria</b></p>	<p><b>Exit Criteria:</b></p> <p>Composite PL <math>\geq</math> 4.8 on ACCESS for ELLs</p> <p><b>Identification Criteria:</b></p> <p>If the district investigation reveals that the dominant home language is a language other than English, that language is confirmed on the HLS. The survey is filed in the student’s cumulative folder, and the student is scheduled for administration of the WIDA Screener or Kindergarten W-APT assessment to determine potential EL identification.</p> <p>An <a href="#">explanation of the W-APT/Screener identification Criteria</a> is available on the ESL web site.</p>

## Initial Assessment and Identification

**Other Useful Resources or Information**

**Student Transfers:** If it is determined that the student was administered an English language proficiency test while enrolled in the previous school, then staff must obtain test results from the other school to determine the student's EL status. For out-of-state students, test results should be submitted to NCDPI via the RCR process to be entered in PowerSchool. For in-state students, registrar should click the Transfer Student Record link in PowerSchool.

If an HLS was completed in another North Carolina public school prior to enrolling at the current school, then staff should compare the responses on the two forms for consistency. If inconsistencies are found, the staff will investigate and determine the home language and eligibility of the student for ESL services, as documented by the investigation. During any investigation, the LEA retains the responsibility to ensure the student has an equal opportunity to have his/her English language and academic needs met. If the investigation indicates the student is a language minority student, and if no WIDA W-APT/ Screener has been previously administered, then the student is scheduled for WIDA W-APT/ Screener administration.

If a student is identified as EL based on performance on the WIDA W-APT/ Screener, then ESL staff documents the identification and the appropriate language instructional program goals in the EL plan/documentation. The EL plan/documentation will also indicate appropriate instructional and testing accommodations for which the student is eligible.

WIDA W-APT/ Screener and ACCESS for ELLs scores are entered in the state approved data collection system, currently PowerSchool.

## Test Administrator Training and Certification

Question/Topic	State-specific Guidance
<b>Test Administrator Qualifications</b>	<p>Only persons who are employed by the school system, either permanently or contractually, and have professional training in education (preferably a North Carolina educator’s license) and the state testing program are permitted to administer secure state tests.</p> <p>If a school contracts with a third party for the provision of instructional services (e.g., special education teachers/tutors for blind or hearing-impaired students), the contracted employee can administer secure state tests only if the employee meets the following criteria:</p> <ul style="list-style-type: none"> <li>• Holds a valid North Carolina educator’s license,</li> <li>• Passes a criminal history check as defined in G.S.§115C332(a)(1) performed at the school,</li> <li>• Is trained on test administration in accordance with the North Carolina Testing Program, and,</li> <li>• Signs a test security agreement and understands the sanctions for testing violations. The signed test security agreement must be kept on file at the school.</li> </ul>
<b>Test Administrator Training Requirements</b>	<p>To be qualified to score the <b>WIDA Screener</b>, Test Administrators must complete the required Screener Training in the WIDA portal <b>and</b> pass the required certification quizzes for the grade levels to be administered with a passing score of 80% or above.</p> <ul style="list-style-type: none"> <li>• Speaking Quiz Grades 1-5</li> <li>• Speaking Quiz Grades 6-12</li> <li>• Screener Writing Quiz Grades 1-5</li> <li>• Screener Writing Quiz Grades 6-12</li> </ul> <p>Recertification is required every-other year.</p> <p><b>Kindergarten W-APT:</b> WIDA recommends that educators view the Kindergarten W-APT training webinar and view the Kindergarten W-APT Test Administration Manual prior to administering the test.</p>

## Test Administrator Training and Certification

<b>Website Permissions</b>	<p><b>WIDA Secure Portal</b> (<a href="https://portal.wida.us">portal.wida.us</a>) WIDA Screener &amp; Kindergarten W-APT: Test Administrators should contact their District Test Coordinator for permissions.</p> <p><b>WIDA AMS (DRC)</b> (<a href="https://wida-ams.us">wida-ams.us</a>) Educator Scoring for WIDA Screener: Test Administrators should contact their District Test Coordinator for permission.</p>
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## ELL Program Requirements – Services &amp; Support

Question/Topic	State-specific Guidance
<b>ELL Services or Program Requirements</b>	<p>Each LEA/Charter who has at least 1 identified EL per the annual October 1 headcount is required to complete a Language Instruction Educational Program (LIEP) service chart and submit to ESL/Title III at NCDPI. Title III subgrantees submit this chart as part of the Title III application. Non-Title III subgrantees submit the chart in November. The LIEP Template and LIEP Guidance are available on the <a href="#">ESL website</a>.</p> <p>Parent letters are sent after initial EL identification and after annual language acquisition testing.</p>
<b>Declining Services</b>	<p>Parents can decline a particular type of EL services per the district approved procedures which typically include a written and signed declaration of parental choice. Annual EL testing cannot be declined by parents. Linguistic needs of identified ELs who have declined services must be addressed within the general educational program.</p>