

## Administering STAMP: Timeline Recommendations

While compressed schedules are possible, Avant Assessment recommends the following one-month planning cycle for smoothest administration of the STAMP test.

### ONE MONTH BEFORE TESTING DATE

- Visit the STAMP information page at [www.avantassessment.com](http://www.avantassessment.com) for information on STAMP.
- Establish the testing window for your class(es) with your district coordinator and/or Avant.
- Discuss technology needs with the Technology Coordinator. Tech Coordinator should read the STAMP Test Technology Guide (separate document), and run the Diagnostic Wizard: <http://avantassessment.com/diagnostics.php> on all computers to be used with STAMP test.
- Go to [www.stamptest.net](http://www.stamptest.net) and take the STAMP Practice Test on the STAMP page.

### TWO WEEKS BEFORE TESTING DATE

- Read the Proctoring Directions (next page), and Troubleshooting Guide (next page)
- Go to <http://avantassessment.com/diagnostics.php> and run the Diagnostic Wizard on each computer that will be used to take the STAMP test.
- Instruct your students to go to **[www.stamptest.net](http://www.stamptest.net)** and take the **STAMP Practice Test**.
- Establish a testing window for all classes to be tested. Allow time for make-up exams and test completion for students who may take longer than expected. Students have 14 days to complete their tests.
- The teacher should obtain a list of all student school/district issued ID numbers and have it available on the day of the test. The students will be prompted to enter their (school or district) student ID numbers on the Student Profile page of the test, and then to reenter, or confirm it in the next field. This enables the school or district to incorporate the STAMP test data into the student information system through automation.

### ONE WEEK BEFORE TESTING DATE

- Distribute the Student Guide (separate document) to the students.
- STAMP is designed to allow students to log out and resume the test on another day, if necessary. This same functionality allows students to resume their tests in case of loss of power, computer crash, etc. Tell the students whether they will complete the test in one sitting or two.
- Discuss with the students the scoring guide used in scoring the STAMP writing and speaking sections (see STAMP Rubrics and STAMP Reporting Guide).
- Obtain STAMP Test Codes and Passwords for your classes from Avant or your Testing Coordinator.
- Re-read the Proctoring Directions (below).
- Make sure the students and you know their school or district Student ID Numbers.

### THE DAY OF THE TEST

- Make sure you have your Test Codes, Passwords, and STAMP Website: [www.stamptest.net](http://www.stamptest.net).
- Have all your students' ID numbers available for those students who may not remember their numbers.
- Have a printout of the STAMP Proctoring Instructions (below) handy and follow them.
- Have the STAMP Help Desk's toll free phone number (888) 718-7887 on hand.

## Proctoring Instructions

By following these procedures, you will help assure the security of the STAMP test for schools across the nation, and the validity of each assessment.

### BEFORE THE TEST BEGINS

- Explain to the students that the test will flow in the following order: reading section first, writing section second, and speaking section third. The STAMP reading section takes approximately 45 minutes to complete. The writing and speaking sections each take approximately 15 minutes to complete. These times will vary from student to student. Each student has 14 days in which to complete the test once he/she has initially logged in.
- Direct the students to read the instructions in each section of the test carefully. Give basic test taking advice such as:
  - On the reading items, read the questions and answers BEFORE attempting to read the reading passage.
  - On the writing and speaking sections, write or record as much as possible.
- **THIS IS VERY IMPORTANT:** For the speaking section, direct the students to 1) ALWAYS click on the “play” button after recording, 2) verify that their response was properly recorded, and 3) then click “submit.” This will prevent students from submitting speaking responses that cannot be graded because their responses cannot be heard by the graders.
- Tell the students that no paper, pens, pencils, cell phones, PDA's, etc, are allowed into the lab during testing. Explain that no additional applications (such as Word, email, chat) or Web browser windows are allowed to be open during testing. Finally, explain that no outside resources, such as dictionaries, textbooks or other support materials are allowed.
- The proctor will not give assistance in any way to students taking the test other than to provide technical support or procedural directions.
- Explain to students that unauthorized accessing of the test outside of the scheduled testing period will appear on the teacher's STAMP class report, and will indicate to the teacher the student's name, the date and the time of the student's unauthorized login.
- Explain that Avant graders review all written and spoken responses. If a response includes any inappropriate responses (vulgar, violent, etc.) it will receive a “0” score and Avant will alert school administrators for disciplinary action.

### TO BEGIN TESTING

- Write on the board: "Continue until you see 'Congratulations! You have completed the STAMP test.'" Explain verbally that if the students do not see this page, THEY HAVE NOT COMPLETED THE TEST.
- **NEVER DISTRIBUTE TEST CODES OR PASSWORDS ON SLIPS OF PAPER TO STUDENTS!**
- At the beginning of the test, write on the board:
  1. STAMP Test Website: [www.stamptest.net](http://www.stamptest.net)
  2. The Class STAMP Test Code
  3. The Class STAMP Password
  4. “Type your full name into the 'Your Full Name' field.”
- Explain to the students verbally that they need to take EXTRA care with STEP 4, because if they need to resume the test at a later date, they will have to re-enter their names exactly as they did the first time, i.e. including typos, middle names or initials, inadvertent additional spaces between first and last names, etc.

## DURING TESTING

- Remain in the lab with the students throughout testing. Circulate while the testing is taking place to ensure that no paper, pens, pencils, cell phones, PDA's, etc, are being used in the lab during testing. Make sure that no additional windows or applications (such as Word, email or Web browsers) are open or launched during testing. Make sure that no dictionaries, textbooks or other support materials are being used.
- Any infractions to the above regulations are to result in the immediate logging out of the individual student's test by the proctor (by closing the browser), and the suspension of testing for that individual student. Such incidents shall be recorded, with a description of the event and the name of the student involved, then submitted to the teacher (if the teacher is not proctoring), the district World Languages Coordinator, and to Avant Assessment.

## AFTER TESTING HAS BEEN COMPLETED

- After testing is completed, log in to the STAMP test reporting Website <http://report.stamptest.net>, enter your class STAMP Report Code and STAMP Password to access the reporting site, and make a list of those students who did not complete the test. Use the list of unfinished tests to arrange for those students to finish the test within 14 days from the day they began the test. When students return to finish their tests, STAMP will resume from the point at which each student left off.

## Troubleshooting Guide

The following are solutions to common problems that might be encountered while delivering the STAMP test. Our professional support staff is standing by to assist you with any issue that you might encounter. Please refer to this Trouble Shooting Guide, and if possible please attempt to resolve any problems first by following the instructions here before calling the STAMP Help Desk, toll free at (888) 718-7887. For non-urgent matters you may also email the Help Desk at [support@avantassessment.com](mailto:support@avantassessment.com).

**Problem:** When I try to go to the STAMP website, nothing happens.

**Solution:** Check with your building/district technology staff to make sure that the Internet connections in your building/district are working properly. It is common for these systems to go down due to district work/upgrades.

**Problem:** After my student entered the Test Code, Password and his full name, and clicked the login button, nothing happened.

**Solution:** Your browser software needs to have "Cookies" enabled. Check with your building technology staff to make sure that the computers in the lab have this feature turned on.

**Problem:** When the students are taking the test, sometimes after they click on the submit button for an item, the next window is blank or empty.

**Solution:** Check to make sure that your browser meets the minimum requirements, as outlined in the STAMP Technology Guide. If it does not, move the student to a different computer, or run the Diagnostic, referred to in the STAMP Technology Guide. The problem could also be the result of heavy traffic on your network.

**Problem:** The browser crashed while one of my students was taking the test. Will he need to start from the beginning of the test once he logs back on?

**Solution:** No, the student can log back in and complete the test from the same or another computer, and the test will resume from the point at which the student left off.

**Problem:** I am not sure that the recording function is working properly on my computer.

**Solution:** For the speaking section, direct the students to ALWAYS click on the “play” button after recording, to verify that their response was properly recorded, before clicking “submit.” If the student is unable to hear a response, there may be something wrong with the microphone, the headset, or the computer’s settings. If this occurs, make sure the volume is turned up on the computer and the headset, if it has a separate volume control. If that does not help, instruct the student to log off the test, and to resume on a different computer that has already been prepared for the STAMP test by running the Diagnostic Wizard referenced in the STAMP Technology Guide.