

Note: All user guides are available at www.avantassessment.com/support

Successful startup for the STAMP 4S test typically involves people in the following roles:

Testing Coordinator

The Testing Coordinator serves as the primary point of contact and overall coordinator for the testing.

Responsibilities include:

- Distribute Test Codes and Passwords to teachers/proctors
- Determine how to use the Student ID field (a required field in the Student Profile section of the test)
 - Provide test proctors with Student ID lists, if appropriate
 - Or let test proctors know what to use in place of Student ID
- Read the following user guides:
 - STAMP 4S Proctoring Guide
 - STAMP 4S Test Taker Guide
 - STAMP 4S Benchmarks and Rubric Guide
 - STAMP 4S Reporting Guide
 - Avant Technology Guide
 - Headset Guide
 - Character Input Guide
- Take the Avant Practice Test, located at: <https://stamp4spractice.avantassessment.com>
- Ensure readiness by working with a Technology Representative
- Check with your Technology Representative to determine if sufficient bandwidth is available for the size of your testing groups
- Let the Technology Representative know which, if any, character-based languages and keyboard styles need to be activated on the computers that will be used for the Writing section of the test
 - For Arabic, Japanese, Chinese Simplified or Chinese Traditional
- Make lab arrangements
- Plan for make-up exams and test completion for test takers who may take longer than expected

Technology Representative

The Technology Representative ensures that computers used for testing meet the technical requirements and have the necessary tools for testing. Responsibilities include:

- Schedule a Technology Readiness consultation with Avant IT staff
- Read the Avant Technology Guide and ensure that requirements are met
- Complete the preparation steps listed in the Avant Technology Guide:
 - Perform the Technology Check on all computers in the testing area
 - Configure headsets
 - Activate character sets, if testing in a character-based language

Teachers

If a teacher/student/classroom relationship exists, teachers can learn about the test and help test takers do their best by completing the following tasks prior to testing:

- Read the following user guides:
 - STAMP 4S Test Taker Guide
 - STAMP 4S Benchmarks and Rubric Guide
 - STAMP 4S Reporting Guide
- Distribute the STAMP 4S Test Taker Guide to students and discuss it with them
- Take the STAMP 4S Practice Test, located at: <https://stamp4spractice.avantassessment.com>

Proctors

- Read the following user guides:
 - STAMP 4S Proctoring Guide
 - STAMP 4S Test Taker Guide (optional, but recommended)
 - Avant Technology Guide (optional, but recommended)
- Complete test proctoring preparation prior to testing day
- Perform day-of-test duties

Test Takers

- Read the STAMP 4S Test Taker Guide
- Discuss the STAMP 4S Test Taker Guide with your teacher, if a teacher/student/classroom relationship exists
- Take the STAMP 4S Practice Test, located at: <https://stamp4spractice.avantassessment.com>
- Practice writing and speaking

Avant Support Representatives

- Provide training and documentation for STAMP 4S Testing Coordinators, Technology Representatives, Teachers, Proctors and Test Takers
- Provide email and phone support to Testing Coordinators, Technology Representatives, Teachers and Proctors
 - Available Monday – Friday, 5:00 a.m. to 5:00 p.m. Pacific Time
 - Phone: Toll Free: 1 + (888) 713-7887
 - Email: support@avantassessment.com