

Following these procedures will help assure the security of the STAMP 4S test and the validity of each assessment.

Before The Test Begins

- Have the Usernames and Passwords on hand (for each testing group there will be a Student Test Code and Password and a Teacher Test Code and Password)
- If appropriate, have a list of authorized test takers
- If appropriate, ask test takers to provide photo ID
- Have students' ID numbers available, if they are being used
- If testing in a character-based language, provide test takers with instructions for selecting the input language. For more information, see the Character Input Guide at: <http://www.avantassessment.com/support>
- Ensure that headsets are plugged in **before** the test takers start the test
- Tell the test takers how much time is allowed for this testing session
- Direct the test takers to read the instructions in each section of the test carefully
- The proctor will not give assistance in any way to test takers taking the test other than to provide technical support or procedural directions
- Have a printout of this **STAMP 4S Proctoring Guide** handy
- In situations where a teacher was not available to prepare test takers, read the STAMP 4S Test Taker Guide and decide if any of the information should be shared with test takers
- Have Avant Assessment Help Desk's toll free phone number on hand – (888) 713-7887

To Begin Testing

The test proctor needs to provide the test takers with the information below. The information can be written on the whiteboard/blackboard, projected on a screen, or given verbally – but should never be distributed to test takers on slips of paper.

1. STAMP 4S Test website: <https://stamp4s.avantassessment.com/>
2. The testing group's STAMP 4S **Test Code**
3. The testing group's STAMP 4S **Password**
4. Instructions for filling in the **Full Name** field (see the STAMP 4S Test Taker Guide for suggested name format)
5. Instructions for filling in the **Student ID** field on the **Student Profile**
6. Which test section to start first – Reading/Writing or Listening/Speaking
Note: If bandwidth is limited, you may want to have half of the test takers start with Reading/Writing and the other half with Listening/Speaking (this can also help reduce the noise level)
7. Instructions for stopping the test at a certain point or directions to continue until the test is complete

During Testing

The proctor must remain in the testing area throughout testing. Circulate while the testing is taking place to ensure that no paper, pens, pencils, cell phones, PDAs, etc. are being used. 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 test taker's test by the proctor (by closing the browser), and the suspension of testing for that individual test taker. Such incidents shall be recorded, with a description of the event and the name of the test taker involved, then submitted to the teacher (if the teacher is not proctoring), the Testing Coordinator, and to Avant Assessment.

If a test taker needs to resume the test due to lost connection (or any other reason), the login information will need to be entered exactly as originally entered. STAMP 4S should resume from the point at which the test taker left off. **If the Student Profile screen appears instead, the test taker must STOP the test.** This indicates that the Full Name entered this time is different than it was originally entered. If necessary, the teacher or proctor can use the Teacher Login to look up the test taker name.

After The Testing Session

After testing is completed, the test proctor or test coordinator may log in to the STAMP 4S test reporting website (<https://stamp4s.avantassessment.com/>) to view test results for Reading and Listening items.

Writing and Speaking scores are typically available within 3 to 5 business days after test completion. They may be available sooner, so check the test results screen periodically to determine the grading progress.

After scoring is complete, the proctor or test coordinator may print individual test taker reports or download an Excel file of test results. Do not allow the test takers to access the teacher report page or see other test taker scores.

A full reporting guide is available at:
www.avantassessment.com/support