



STAMP Test Administration Guide

Timeline: Preparing for and Administering the STAMP Test

ONE MONTH BEFORE TESTING DATE

- Visit the NJSTAMP information page at www.njstamp.net for information on the NJSTAMP.
- Establish testing window for your class(es) with your district coordinator.
- Discuss technology needs with the Technology Coordinator. Tech Coordinator should read the STAMP Test Technology Guide (separate document), and run the Diagnostic Wizard located on the NJSTAMP website at www.njstamp.net
- Go to www.stamptest.net and take the Demo on the STAMP page.

TWO WEEKS BEFORE TESTING DATE

- Read the Proctoring Directions (below), and Troubleshooting Guide (below)
- Confirm computer readiness by going to <http://onlinells.com/diagnostics.php> and running the Diagnostic Wizard on each computer that will be used to take the STAMP test.
- Instruct your students to go to www.njstamp.net and take a practice test on the NJSTAMP page.
- 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.
- Establish 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, once they begin.
- 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 their student information system if they choose to do so.

ONE WEEK BEFORE TESTING DATE

- Distribute the Student Guide (separate document) to the students.
- Discuss with the students the scoring guide used in scoring the STAMP speaking sections.
- Obtain Test Codes and Passwords for your classes from your coordinator/online.
- Re-read the Proctoring Directions (below).
- Make sure that students have access to, and know their school or district Student ID Number.

THE DAY OF THE TEST

- Make sure you have your Test Codes, Passwords, and the NJSTAMP Test Website: www.njstamp.net.
- Have all of your students' ID numbers available for those students who may not remember their numbers.
- Have a printout of the STAMP Test Proctoring Guide (below) and follow the guidelines therein.
- Have the STAMP Help Desk toll free phone number (888) 718-7887 on hand.

Proctoring Directions

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. Students have 14 days to complete the test once they have initially logged in.
- ❑ Direct the students to read the instructions in each section carefully. Give basic test taking advice like: On the reading items, read the questions and answers BEFORE attempting to read the reading passage.
- ❑ On the writing and speaking sections, direct the students to write or record as much as they possibly can.
- ❑ For the speaking section, direct the students to ALWAYS click the “play” button 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, regardless of the reason, instruct the student to log off the test, and resume on a different computer that has been prepared for the STAMP test. If this is not possible, call your IT staff first, then the STAMP Help Desk, if necessary.
- ❑ Tell the students that no paper, pens, pencils, cell phones, PDA’s, etc, are allowed into the lab during testing. Explain that no additional windows or applications (such as Word, email or Web browsers) are allowed to be open during testing. Finally, explain that no outside resources, such as, dictionaries, textbooks or other support materials are allowed.
- ❑ Proctor will not give assistance in any way to students taking the test other than to provide technical support or procedural directions.
- ❑ Explain to the students that unauthorized access of the test outside of the scheduled testing period will appear on the teacher’s STAMP class report and will record the date and time of the student’s unauthorized login.

TO BEGIN TESTING

- ❑ Write on the board: "Continue until you see 'Congratulations! You have completed the STAMP test.'" Explain verbally that if 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:
- ❑ Go to this Website: www.njstamp.net
- ❑ Test Code
- ❑ Password
- ❑ Type your full name into the 'Your Full Name' field.
- ❑ Explain to the students verbally that they need to take care with this step, 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, additional spaces or characters 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 allowed into the lab during testing. Also explain that no additional windows or applications (such as Word, email or Web browsers) are allowed to be open or launched during testing. Finally, explain that the use of any outside resource, such as, dictionaries, textbooks or other support materials is not allowed
- ❑ Any infractions to the above regulations are to result in the immediate logging out of that student’s test (by closing the browser) by the proctor, 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 LLS.

AFTER TESTING HAS BEEN COMPLETED

- ❑ After testing is completed, log in to the STAMP test reporting Website <http://www.njstamp.net>, enter your report code and password to access the 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. 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 taking/delivering the STAMP test. Our professional support staff are standing by to assist you with any issue that you might encounter. Please refer to the Trouble Shooting Guide (below) and attempt to resolve the problem locally first, if possible, before calling the STAMP Help Desk toll free at (888) 718-7887, or emailing support@onlinells.com.

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

Solution: Check with your building/district IT person 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 I entered my User Name and Password and clicked the login button, nothing happened.*

Solution: Your browser software needs to have "Cookies" enabled. Check with your building IT director 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 Test Technology Guide. The problem could also be the result of 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 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, regardless of the reason, instruct the student to log off the test, and resume on different computer that has been prepared for the STAMP test. Otherwise call for IT support.