STAMP Handwritten Writing Section Instructions

Avant

Handwritten Writing Section Workflow Diagram

1 Test Taker starts test and completes the profile page

Student must complete reading section first

2 Proctor logs into results report to print off Writing Prompts for eligible test takers

3 Proctor selects and prints writing prompts for one or more test takers. When printing out the student writing prompt, please make sure to print in vertical (rather than horizontal). Each prompt should only be one page

4 Proctor distributes the writing prompts, matching the name in the header to the name of the test taker

5 Test Takers write responses to the writing prompts directly on the pages and returns all pages to the proctor

6 Scan the pages that are ready to submit and create PDF files and save them to your computer. Include School and Testing Group names in the PDF filenames when possible

7 Label your PDF: 'SchoolName_Language'

Send scanned tests to aschiessl@everettsd.org as soon as testing is complete.

Scoring for these exams can take up to 2 weeks to get back from the vendor.

8
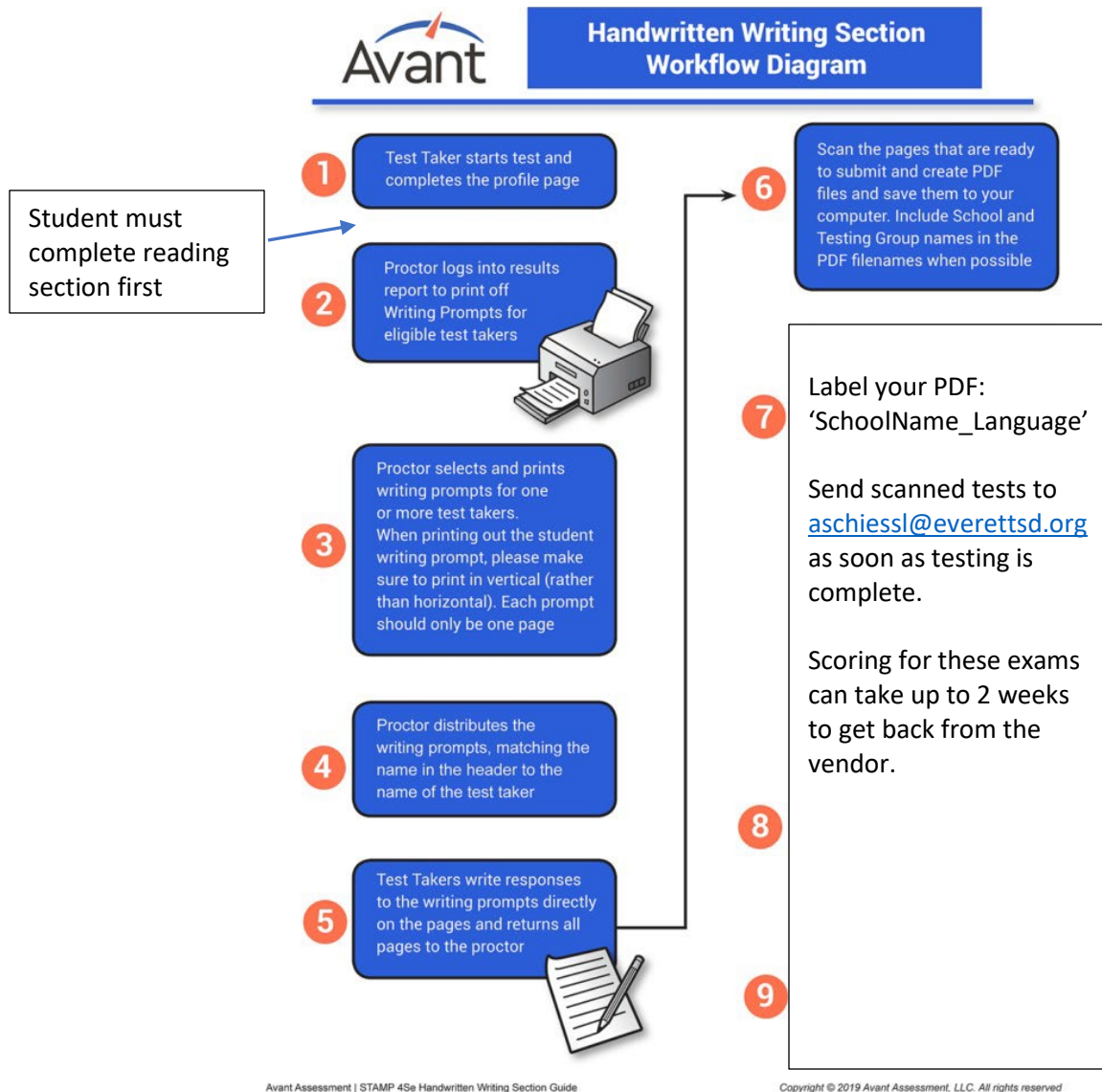
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PRINTING:

Proctors can select to print the writing prompts for all test takers who are eligible, or for specific test takers. A color printer is recommended.

STAMP 4S

After the test take has logged in and completed the Student Profile and Reading Section, the proctor logs into the reporting website (app.avantassessment.com/login) to print out the test taker's writing prompts. There are 2 writing prompts per test taker, and each prompt will print only **one page, for a total of 2 pages for each test taker.**

Click **Print > Writing Prompts > All** to print the writing prompts for all eligible test takers.
Click **Print > Writing Prompts > Selected** to print writing prompts for specific test takers.

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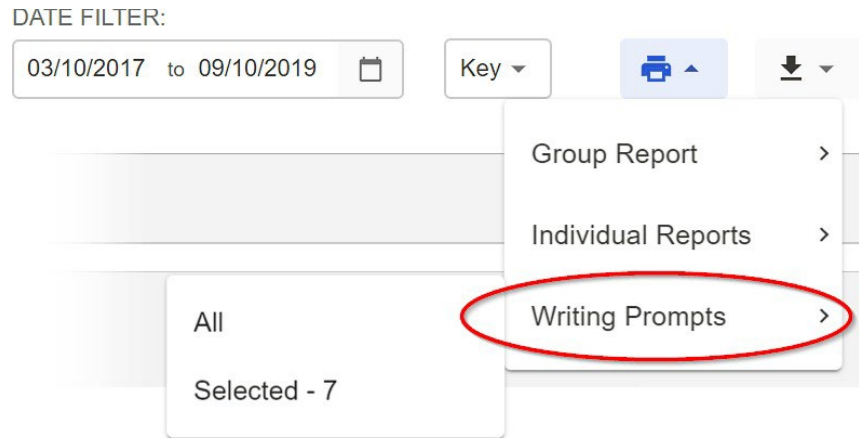
Each printed prompt will have the test taker's first name, last name, and login name, as well as the testing group name and a QR code (similar to a bar code). Each prompt will also display an image (or series of images) followed by directions for writing a response.

WRITING
Proctor distributes the blank writing prompts to test takers, and ensures the following guidelines are followed, and then collects:
- The writing responses are limited to one page for each prompt
- Test takers are to only write on the front side of each prompt and there should be no part of the response on the back side of any page
- Do not use additional sheets of paper
- Test takers should NOT write or scribble on the QR code area or damage that area in any way
- Pencils ARE NOT ALLOWED because the responses become hard to read after scanning
- Once test taker has received the sheets for the writing prompts, he/she should not leave the sheets unattended or leave the room at any time
- When finished, the test taker will submit all pages to the teacher/proctor, even submitting the sheets they didn't write on

SCANNING
After the proctor collects the completed responses from the test takers, they can be scanned and saved to a computer in PDF format. Proctors will also need to submit blank writing prompts form test takers, not just the ones they were able to complete.
- Pages need to be scanned right side up and vertically oriented
- Scans should be done in Color or Grayscale
- DO NOT scan as Bitmap
- All test taker's pages must be scanned to receive a score. Even blank pages the test takers didn't write on.
- Scan all responses for the same test taker grouped together, before scanning responses from the next test taker
- Email your scanned exams to aschiessl@everettsd.org
- Label your PDF file 'School Name_Language'
- Before sending PDF files, ensure the responses are legible and not too light to read in the PDFs, so they can be accurately scored