MDTP Diagnostic Support

Assigning and Proctoring an Exam

Note: Assigning an exam must be done before an exam can be proctored. Assigning an exam can be done at any time prior to testing.

There are two places in the system in which to assign an exam.

A - To assign an exam from the top menu:
1) Click on “Classes,” then click “Assigned Tests.”

2) Click on the blue “+ Add New Assigned Test” button

This document has been prepared as a supportive tool to MDTP copyrighted materials and should not be modified without the consent of the MDTP Director’s Office.
B - To assign an exam from the main dashboard – class window:

1) Click on the action button and select “View.”

2) Click the “+ Add New Assignment” button
3) Verify that you are assigning the test to the correct class name. Select the test from the dropdown menu “Test Title.”

4) Select the start date for the test assignment in the “Start Date” field. This date is simply the assignment of the test and does not need to correspond to the start of testing. However, the date must be prior to the start of the intended test date.

Proctoring an exam must be done on the day of testing. Continue on next page for information on how to proctor an exam.
To Proctoring an Exam:
1) From the assigned test window or from within a class, click on the action button for an assigned exam, then select “Proctor Exam.”

2) The 4-digit exam code is now activated. The exam code and exam link can now be provided to the students for testing.
Exams automatically close at 5:30pm on the day they are proctored. However, exams can be manually closed at any time during the testing day.

To close an exam:

1) From the “Assigned Tests” page or from within a class page, click on the action button for the assigned exam, then select “Close Exam.”