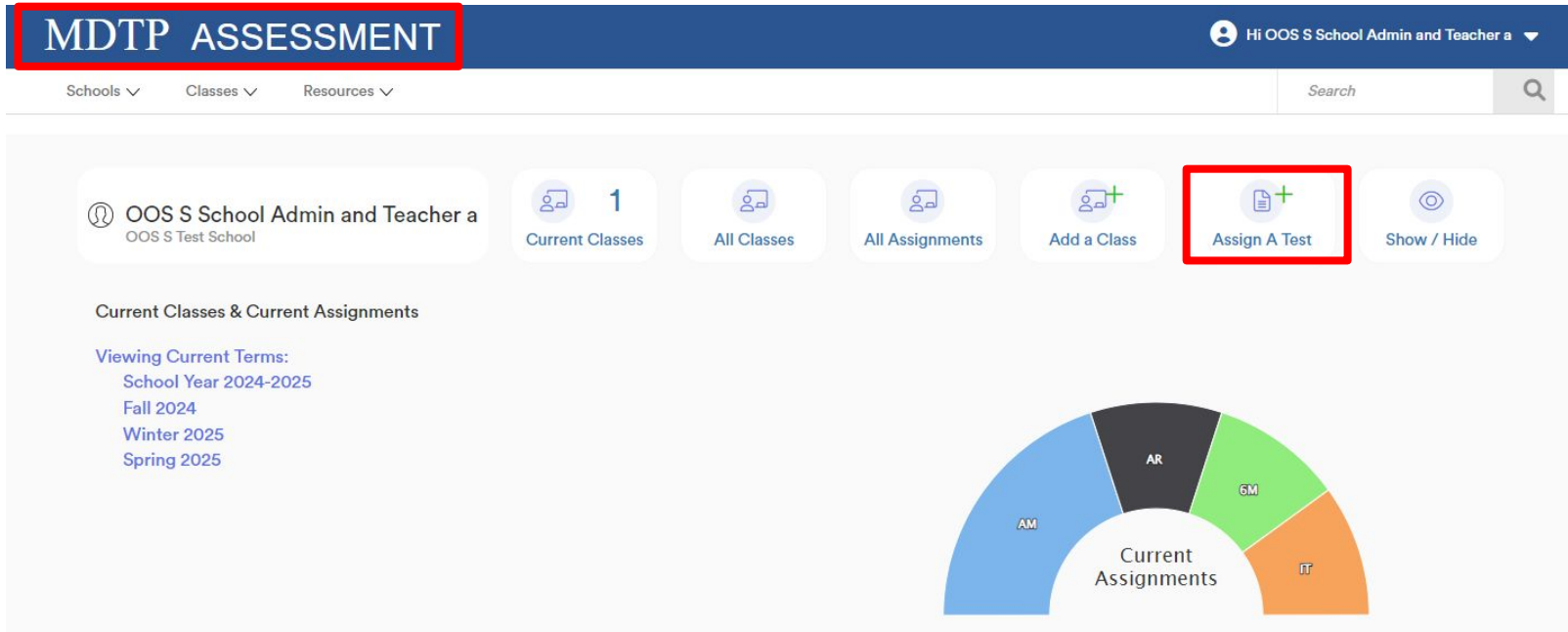


## Assigning and Closing an Exam

**Note:** The information in this tutorial supports faculty who already have an account on the MDTP platform and have already added a class. For help on adding classes, see the **“Adding Classes”** tutorial.

1) Select **“MDTP ASSESSMENT”** in the top left of the screen to go to the dashboard. Then select **“Assign a Test”** on the dashboard.



The screenshot displays the MDTP Assessment dashboard. At the top, a dark blue header contains the text "MDTP ASSESSMENT" in white, which is highlighted with a red rectangular box. To the right of the header, it says "Hi OOS S School Admin and Teacher a" with a dropdown arrow. Below the header, there are navigation links for "Schools", "Classes", and "Resources", each with a downward arrow. A search bar is located on the right side of the dashboard. The main content area features a row of six buttons: "OOS S School Admin and Teacher a" (with a user icon), "Current Classes" (with a class icon and the number "1"), "All Classes" (with a class icon), "All Assignments" (with a class icon), "Add a Class" (with a class icon and a plus sign), "Assign A Test" (with a document icon and a plus sign, highlighted with a red rectangular box), and "Show / Hide" (with an eye icon). Below these buttons, the text "Current Classes & Current Assignments" is displayed. Underneath, there is a section for "Viewing Current Terms:" with a list of terms: "School Year 2024-2025", "Fall 2024", "Winter 2025", and "Spring 2025". At the bottom right, there is a semi-circular gauge chart titled "Current Assignments" with segments labeled "AM", "AR", "6M", and "IT".

2) Enter the name of an existing class in **“Class Name”**. A list of valid class names will appear in a drop down window as you type.

## Add New Assignment

**Class Name**

**Test Title**

**Start Date**

  
at 12:01 AM

**End Date**

  
at 11:59 PM

**Time limit (HH:MM:SS)**

  
Leave blank for no time limit

3) Select a test from the dropdown menu “**Test Title**”.

## Add New Assignment

**Class Name**  
Test Class

**Test Title**  
Select Test

**Start Date**  
1/8/2025  
at 12:01 AM

**End Date**  
at 11:59 PM

**Time limit (HH:MM:SS)**  
  
Leave blank for no time limit

Save Cancel

4) Select the start date and end date of the testing window in “**Start Date**” and “**End Date**” respectively. The test code will only be active during this period. Note that the time displayed is in Pacific Time Zone (PDT or PST). Users will need to convert to their time zones.

## Add New Assignment

Class Name

Test Title

Start Date

at 12:01 AM

End Date

at 11:59 PM

Time limit (HH:MM:SS)

Leave blank for no time limit

Save Cancel

5) Enter a time limit in **“Time limit”** with the specified format. Leave the entry blank for no time limit.

## Add New Assignment

**Class Name**  
Test Class

**Test Title**  
Select Test

**Start Date**  
1/8/2025  
at 12:01 AM

**End Date**  
at 11:59 PM

**Time limit (HH:MM:SS)**  
  
Leave blank for no time limit

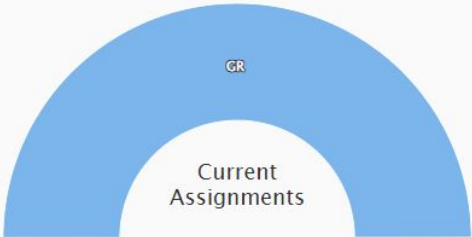
Save

Cancel

This view shows an active test assignment. Students can use the code to enter a test only during the code active window. The code will be inactive outside the testing window.

Current Classes & Current Assignments

Viewing Current Terms:  
School Year 2024-2025  
Fall 2024  
Winter 2025  
Spring 2025

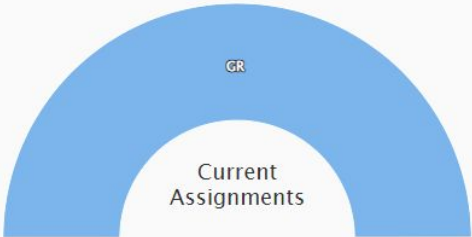


Period	Class Name	Term	Active	Students Tested	Not Tested
0	<a href="#">Test Class 2</a>	School Year 2024-2025			
		<a href="#">▼ Geometry Readiness Test</a>	Yes		
		<div>Exam Code: Z844 Code Active: Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST) <a href="#">View Details</a></div>		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Close Exam</a> <a href="#">Print Instructions</a> <a href="#">Preview Exam</a> <a href="#">Delete</a>	

Test codes automatically expire at 11:59pm (Pacific Time) on the end date. Codes can be manually closed at any time by selecting **“Close Exam”**. Codes should be closed after testing has finished to prevent students from accessing and altering their progress.

Current Classes & Current Assignments

Viewing Current Terms:  
School Year 2024-2025  
Fall 2024  
Winter 2025  
Spring 2025

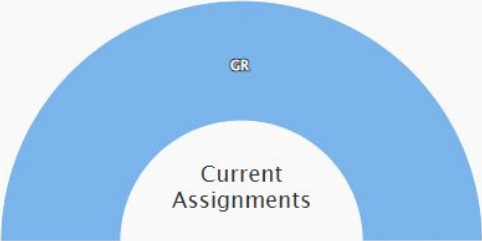


Period	Class Name	Term	Active	Students Tested	Not Tested
0	<a href="#">Test Class 2</a>	School Year 2024-2025			
		<a href="#">▼ Geometry Readiness Test</a>	Yes		
		Exam Code: Z844 Code Active: Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST) <a href="#">View Details</a>			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Close Exam</a> <a href="#">Print Instructions</a> <a href="#">Preview Exam</a> <a href="#">Delete</a>

When an exam is closed, the test code is no longer active and will show “No” under “Active”. The “Code Active” date will show the time the test was closed.

Current Classes & Current Assignments

Viewing Current Terms:  
School Year 2024-2025  
Fall 2024  
Winter 2025  
Spring 2025



Period	Class Name	Term	Active	Students Tested	Not Tested
0	<a href="#">Test Class 2</a>	School Year 2024-2025	No		
▼ <a href="#">Geometry Readiness Test</a>					
Exam Code: Z844 Code Active: Jan 08, 2025, 10:32:29 AM (PST) <a href="#">View Details</a>				<a href="#">View</a> <a href="#">Edit</a> <a href="#">Close Exam</a> <a href="#">Print Instructions</a> <a href="#">Preview Exam</a> <a href="#">Delete</a>	