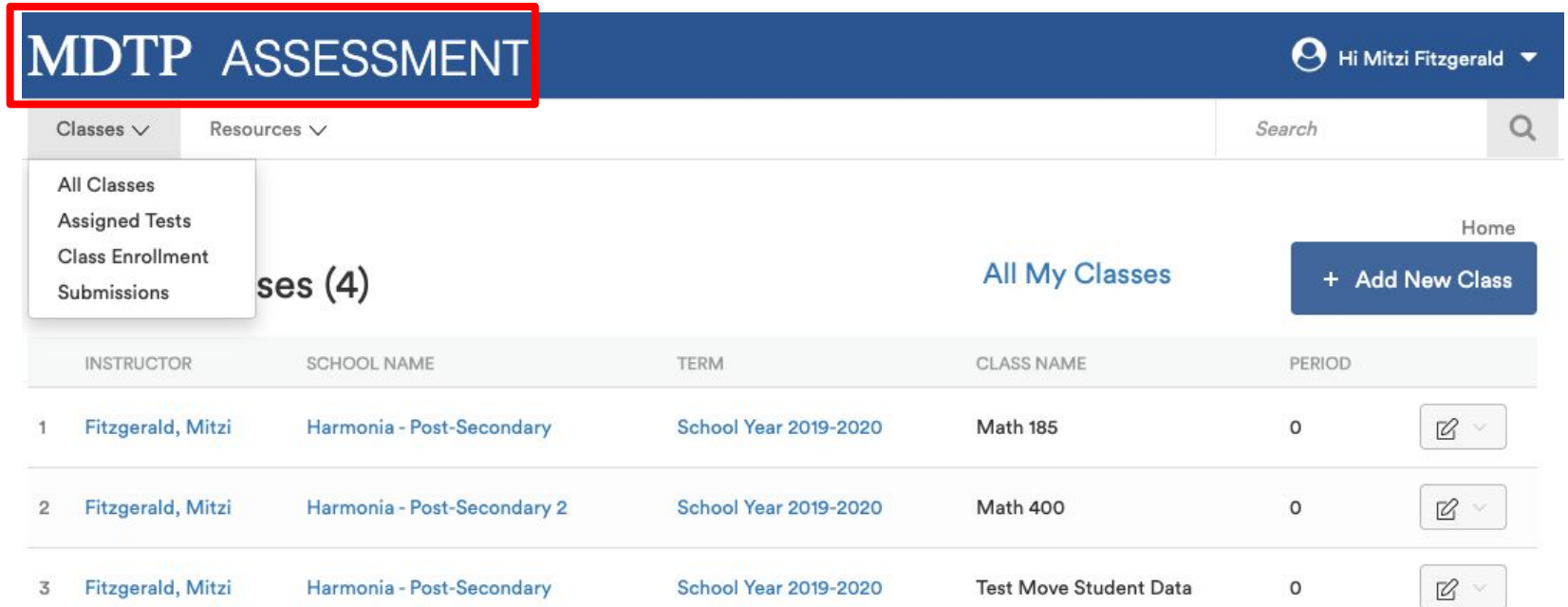# Extending a Test's End Date

Note: The information in this tutorial supports activities after an exam has been assigned. See the tutorial **"Assigning and Closing an Exam"** for help assigning a test prior to this tutorial.

1) Select "**MDTP Assessment**" in the top left of the screen to go to the dashboard.

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1

2) Select the action button next to the class and select "**View**".
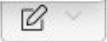
MDTP ASSESSMENT

Classes ∨   Resources ∨

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Home

Current Classes (4)

All My Classes   + Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Math 185	0	✎ ∨
						👁 View
						✎ Edit
2	Fitzgerald, Mitzi	Harmonia - Post-Secondary 2	School Year 2019-2020	Math 400		🗑 Delete
3	Fitzgerald, Mitzi	Harmonia - Post-Secondary	School Year 2019-2020	Test Move Student Data	0	✎ ∨

This view shows your class details, assigned tests, and students.

Test Class

Instructor:	Teacher, Only
School Name:	Test School
Term:	School Year 2024-2025
Period:	0
Class Registration:	Self Registration

Edit Class - Delete

Assigned Tests (1)

+ Add New Assignment

		SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE	
☐	1	Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	No	Jan 08, 2025, 09:05:12 AM (PST)	✎ ▾

👁 View
Report
✎ Edit
Preview Exam
🗑 Delete

Enrolled Students (1)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	A	A	a		Yes	✎ ▾

Note that the code is not active. Test codes automatically expire at 11:59pm on the end date assigned or can be manually closed at any time.

3) Select the action button next to the class then select "**Edit**" to edit the test.

Test Class

Instructor:	Teacher, Only
School Name:	Test School
Term:	School Year 2024-2025
Period:	0
Class Registration:	Self Registration

Edit Class - Delete

Assigned Tests (1)

+ Add New Assignment

		SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE	
☐	1	Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	No	Jan 08, 2025, 09:05:12 AM (PST)	🖉 ⌄

◉ View
Report
🖉 Edit
Preview Exam
🗑 Delete

Enrolled Students (1)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	A	A	a		Yes	🖉 ⌄

4) Select a new assignment end date in "**End Date**" to extend the testing window. Select the blue "**Save**" button after.

Editing Assignment

Class Name

Test Class

Test Title

9th Grade Assessment (9A40A19)

Start Date

01/08/2025

at 12:01 AM

End Date

01/31/2025

at 11:59 PM

Time limit (HH:MM:SS)

02:00:00

Leave blank for no time limit

Save   Cancel

5) This view shows an active test code with a new active testing window.

Test Class

Instructor:	Teacher, Only
School Name:	Test School
Term:	School Year 2024-2025
Period:	0
Class Registration:	Self Registration

Edit Class - Delete

Assigned Tests (1)

+ Add New Assignment

		SCHOOL NAME	FACULTY	TEST TITLE	TIME LIMIT (HH:MM:SS)	CODE	ACTIVE	CODE ACTIVE	
☐	1	Test School	Teacher, Only	9th Grade Assessment (9A40A19)	02:00:00	R94P	Yes	Jan 08, 2025 - Jan 31, 2025, 11:59:00 PM (PST)	

- ⊙ View
- ✎ Edit
- Close Exam
- Print Instructions
- Preview Exam
- 🗑 Delete

Enrolled Students (0)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
		No more records found		