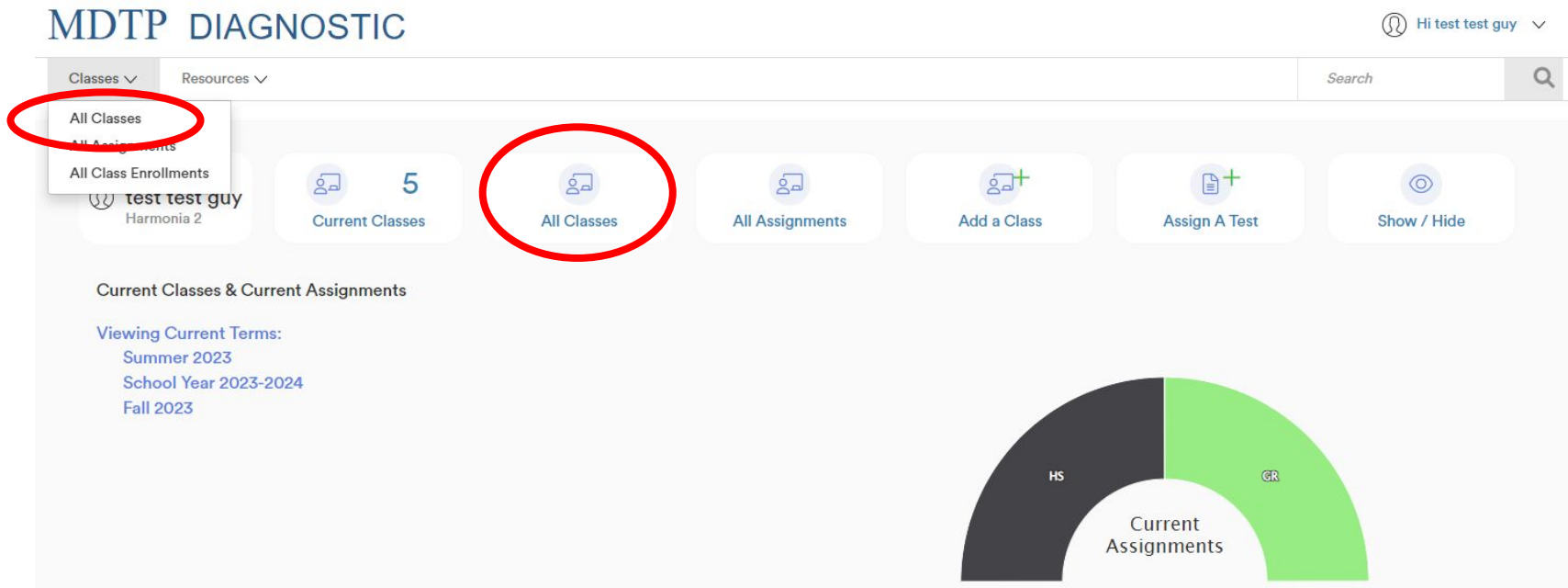


Assigning, Proctoring, and Closing an Exam

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.

1) Click on either 'Classes' in the top menu, and then 'All Classes' or the 'All Classes' option on the dashboard



The screenshot shows the MDTP Diagnostic interface. At the top left, the text "MDTP DIAGNOSTIC" is displayed. In the top right corner, there is a user profile icon with the text "Hi test test guy" and a dropdown arrow. Below this, there are two menu items: "Classes" and "Resources", both with dropdown arrows. A search bar with the text "Search" and a magnifying glass icon is located to the right of the menu items. Below the menu items, there is a list of options: "All Classes", "All Assignments", "All Class Enrollments", and "test test guy Harmonia 2". The "All Classes" option is circled in red. Below this list, there are several dashboard cards: "Current Classes" with a number "5", "All Classes" (circled in red), "All Assignments", "Add a Class", "Assign A Test", and "Show / Hide". Below the dashboard cards, there is a section titled "Current Classes & Current Assignments" with a sub-section "Viewing Current Terms:" containing three links: "Summer 2023", "School Year 2023-2024", and "Fall 2023". At the bottom right, there is a semi-circular chart titled "Current Assignments" with two segments: "HS" (black) and "GR" (green).

2) Click on the action button next to the class and select “View”.

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



Back to Previous Page

Dashboard / Classes

Classes (13)

Filter by:

Class Name

Select Terms

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	test guy, test	Harmonia 2	Fall 2023	28OCT7	1	
2	test guy, test	Harmonia 2	Fall 2023	28OCT11	1	 <ul style="list-style-type: none"> View Edit Delete
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1	

This is your class. You are able to view your class details, assigned tests, and enrolled students.

MDTP DIAGNOSTIC

 Hi test test guy ▼

Classes ▼ Resources ▼

Search



OCTTEST2

Instructor: test guy, test

School Name: Harmonia 2

Term: School Year 2023-2024

Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)




	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
<input type="checkbox"/>	1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No		 ▼

Enrolled Students (3)

[Delete All Students](#)

[Print preview](#)

[+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1	Aly	Beck	aaabbb12	aaabbb@gmail.com	Yes	 ▼
2	Cody	Dang	ccddd12	ccddd@gmail.com	Yes	 ▼
3	Edward	Fernandez	eefff12	eefff@gmail.com	Yes	 ▼

3) Click on the blue “+ Add New Assignment” button

MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
<input type="checkbox"/> 1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No	

Enrolled Students (3)

Delete All Students

Print preview

+ Add New Enrollment

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE		
1	Aly	Beck	aaabbb12	aaabbb@gmail.com	Yes	
2	Cody	Dang	ccddd12	ccddd@gmail.com	Yes	
3	Edward	Fernandez	eefff12	eefff@gmail.com	Yes	

4) Verify that you are assigning the test to the correct class name. Select the test from the dropdown menu “**Test Title.**”

MDTP DIAGNOSTIC Hi test test guy

Classes Resources Search

[Back to Previous Page](#) [Dashboard](#) / [Classes](#) / [Assignments](#) / [Add New Assignment](#)

Add New Assignment

Class Name
OCTTEST2

Test Title
Select Test

Start Date
7/14/2023

Test Method
 Paper
 Online

Save Cancel

5) Select the start date for the test assignment in the “**Start Date**” field. This date does not need to correspond to the start of testing, but must be prior to the start of the intended test date. Also select the test method.

The screenshot shows the MDTP Diagnostic web interface. At the top left is the logo "MDTP DIAGNOSTIC". On the top right, there is a user profile icon with the text "Hi test test guy" and a dropdown arrow. Below the logo are navigation links for "Classes" and "Resources", both with dropdown arrows. To the right of these is a search bar with the text "Search" and a magnifying glass icon. Below the navigation is a breadcrumb trail: "< Back to Previous Page" on the left, and "Dashboard / Classes / Assignments / Add New Assignment" on the right. The main heading is "Add New Assignment". The form contains several fields: "Class Name" with the value "OCTTEST2"; "Test Title" with a dropdown menu showing "Select Test"; "Start Date" with the value "7/14/2023", which is circled in red; and "Test Method" with radio buttons for "Paper" and "Online", where "Online" is selected. At the bottom of the form are two buttons: "Save" (a blue button) and "Cancel" (a text link).

Proctoring an Exam:

1) From the assigned test section within a class, click on the action button for an assigned exam then select **“Proctor Exam.”**

MDTP DIAGNOSTIC Hi test test guy

Classes Resources Search

OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2
[Edit Class - Delete](#)

Assigned Tests (1)

[+ Add New Assignment](#)


SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/> 1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	RVZQE	No	Jul 13, 2023, 12:00:00 AM	

[Print preview](#)

Enrolled Students (3)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE		
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes	

- View
- Report
- Proctor Exam**
- Preview Exam
- Delete



2) An exam code is generated immediately. If you select a future date, the exam code will become active only on that day. The date selected can be adjusted at any time prior to the date. The exam code and exam link can now be provided to the students for testing.

Exam Instructions

test guy, test - OCTTEST2 (2) - Harmonia 2 (School Year 2023-2024)

Exam: Second Year Algebra Readiness Test (SR45A19)

Accessing the Exam

Exam Link: <https://mdtpdiagnostic.ucsd.edu/v2/login/code/FVCMU>

Exam Code: FVCMU

Select the date you plan to test

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The exam code will be valid on Jul 14, 2023 between 7:00 AM to 5:30 PM. Please be aware you may re-proctor this assignment after this exam code has expired if needed.

Close

Assigned Tests (1)

	SCHOOL NAME	FACULTY
<input type="checkbox"/>	1 Harmonia 2	test guy, test

Enrolled Students (3)

	FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
1	Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes

Exams codes automatically expire at 5:30pm on the day they are proctored. However, exams can be manually closed at any time during the testing day and should be closed once students are done testing.

Closing an exam:

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

MDTP DIAGNOSTIC Hi test test guy

Classes Resources Search

OCTTEST2

Instructor: test guy, test


School Name: Harmonia 2

Term: School Year 2023-2024

Period: 2

[Edit Class - Delete](#)

Assigned Tests (1) + Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	FVCMU	Yes	Jul 14, 2023, 5:30:00 PM	

Enrolled Students (3) Print preview + **Close Exam**

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
1 Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes

Note: A red arrow points to the 'Close Exam' option in the action menu.

2) A successfully closed test will have **No** under **Active**.



OCTTEST2

Instructor: test guy, test
School Name: Harmonia 2
Term: School Year 2023-2024
Period: 2

[Edit Class - Delete](#)

Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
<input type="checkbox"/> 1 Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	RVZG	No	Jul 13, 2023, 12:00:00 AM

Enrolled Students (3)

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE
1 Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes

Print preview

- View
- Report
- Proctor Exam
- Preview Exam
- Delete