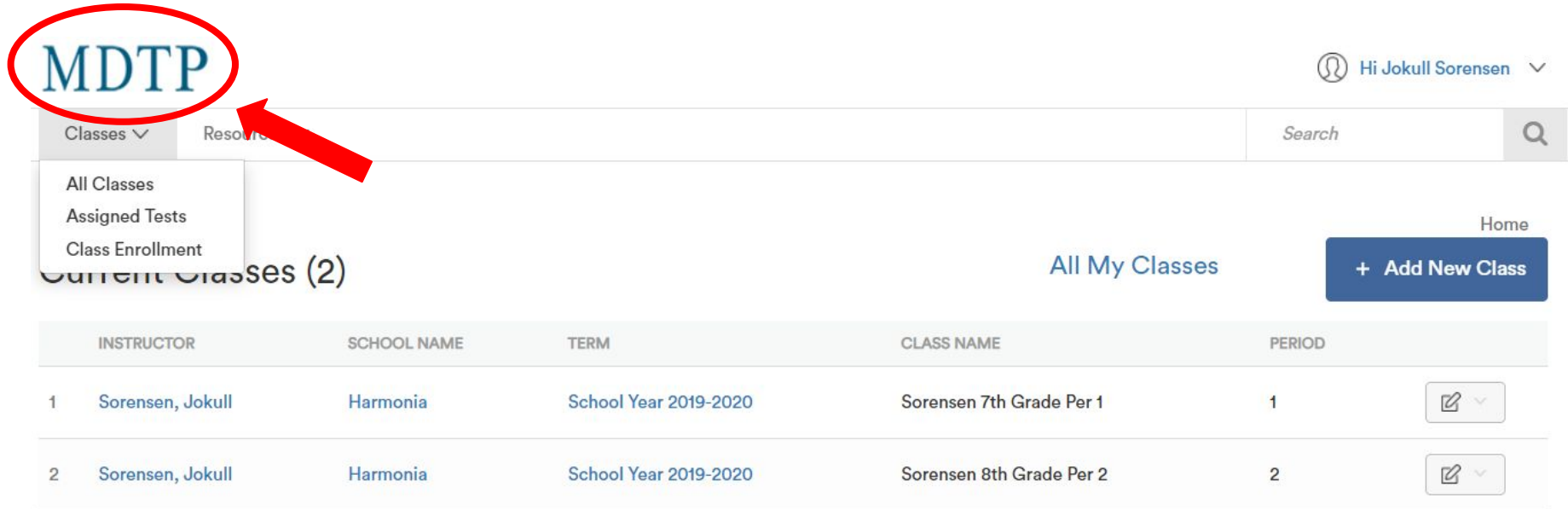


Assigning, Proctoring, and Closing an Exam

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.

Assigning an exam:

1) Click on “MDTP” in the top left of the screen to go to the dashboard.





The screenshot shows the MDTP dashboard interface. The 'MDTP' logo in the top left corner is circled in red, with a red arrow pointing to it. The dashboard includes a navigation menu with 'Classes' selected, a search bar, and a table of current classes.

Classes ▾ Resources

Search

All Classes
Assigned Tests
Class Enrollment

Home
+ Add New Class



	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 8th Grade Per 2	2	




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

Current Classes (2)

All My Classes

Home
[+ Add New Class](#)

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 7th Grade Per 1	1	
2	Sorensen, Jokull	Harmonia	School Year 2019-2020	Sorensen 8th Grade Per 2	2	

-  View
-  Edit
-  Delete

Current Assigned Tests (4)

All My Assignments

Filter by:

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

Sorensen 7th Grade Per 1

Instructor: [Sorensen, Jokull](#)

School Name: [Harmonia](#)

Term: [School Year 2019-2020](#)

Period: 1

[Edit Class](#) - [Delete](#)

Assigned Tests (3)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	04/22/2019	D7ENT	No	Aug 15, 2019, 12:00:00 AM	✎ ▼
<input type="checkbox"/>	2	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	✎ ▼
<input type="checkbox"/>	3	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	08/06/2019	EK8KX	No	Aug 6, 2019, 12:00:00 AM	✎ ▼

Enrolled Students (9)

[Print preview](#)

[+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE	
1	braham	butler	10	Yes	✎ ▼

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

Sorensen 7th Grade Per 1

Instructor: Sorensen, Jokull
School Name: Harmonia
Term: School Year 2019-2020
Period: 1

[Edit Class](#) - [Delete](#)

Assigned Tests (3)

[+ Add New Assignment](#)

	SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	04/22/2019	D7ENT	No	Aug 15, 2019, 12:00:00 AM	✎ v
<input type="checkbox"/>	2	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	✎ v
<input type="checkbox"/>	3	Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	08/06/2019	EK8KX	No	Aug 6, 2019, 12:00:00 AM	✎ v

Enrolled Students (9)

[Print preview](#)

[+ Add New Enrollment](#)

	FIRST NAME	LAST NAME	STUDENT ID	ACTIVE	
1	braham	butler	10	Yes	✎ v

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

[← Back to Previous Page](#)

[Home](#) / [Classes](#) / [Assignments](#) / [Add New Assignment](#)

Add New Assignment

Class Name

Sorensen 7th Grade Per 1

Test Title

Select Test ▾

Start Date

8/6/2019

Save

5) 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.

MDTP Hi Jokull Sorensen

Classes Resources Search

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

Add New Assignment

Class Name
Sorensen 7th Grade Per 1

Test Title
Select Test

Start Date
8/6/2019

Save

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.**”

The screenshot shows the MDTP interface. At the top left is the MDTP logo. On the top right, the user is identified as 'Hi Jokull Sorensen'. Below the logo are 'Classes' and 'Resources' dropdown menus. A search bar is on the right. The main content area is titled 'Assigned Tests (3)' and includes a '+ Add New Assignment' button. A table lists three tests, each with a checkbox, ID, school name, faculty, test title, start date, code, active status, and code expiration. A red arrow points to the action button of the third test. A dropdown menu is open, showing options: View, Edit, Proctor Exam (circled in red), Preview Exam, and Delete. Below the table is the 'Enrolled Students (9)' section with a 'Print preview' button and a '+' button.

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	
2 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	
3 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	08/06/2019		No		

Enrolled Students (9)

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
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- View
- Edit
- Proctor Exam**
- Preview Exam
- Delete

2) An exam code is generated. You may select a future date the exam will be proctored on and the exam code will become activated 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

Sorensen, Jokull - Sorensen 7th Grade Per 1 (1) - Harmonia (School Year 2019-2020)

Exam: Assessment of Preparedness for 7th Grade Mathematics (7M40A15) [7M40A15]

This is a diagnostic assessment of students' preparedness in foundational topics necessary for success in a California Common Core Grade 7 mathematics course. **CALCULATORS ARE NOT RECOMMENDED** ##INSTRUCTIONS## 1. Wait for the proctor to instruct you to begin the test. 2. Work each problem on scratch paper, and select the best response from the given choices. 3. All scratch paper must be turned in when the test is finished. 4. For the best results, you should not guess. If you cannot answer a question, leave it blank. 5. Skip questions that you are spending too much time answering. You may return to skipped items at anytime during the test.

Accessing the Exam

Exam Link: <https://mdtpdiagnostic.ucsd.edu/v2/login/code/T4J6W>

Exam Code: T4J6W

Select the date you plan to test

August 2019						
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 Aug 6, 2019 between 6:00 AM to 5:30 PM. Please be aware you may re-proctor this assignment after this exam code has expired if needed.

Close

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.

Closing 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.”

The screenshot shows the MDTP interface. At the top, there is a header with the MDTP logo, a user profile for 'Hi Jokull Sorensen', and navigation links for 'Classes' and 'Resources'. A search bar is also present. Below the header, the 'Assigned Tests (3)' section is displayed, featuring a table with columns for School Name, Faculty, Test Title, Start Date, Code, Active status, and Code Expires. A '+ Add New Assignment' button is located to the right of the table. The table contains three rows of test assignments. A red arrow points to the action button (a square with a pencil icon) for the third row. A dropdown menu is open for this button, showing options: View, Edit, Close Exam (circled in red), Print Instructions, Preview Exam, and Delete. Below the 'Assigned Tests' section, the 'Enrolled Students (9)' section is partially visible, showing a table with columns for First Name, Last Name, Student ID, and Active status. A 'Print preview' button and a '+' button are also visible in this section.

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	[Action]
2 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	[Action]
3 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	08/06/2019	EK8KX	Yes	Aug 6, 2019, 5:30:00 PM	[Action]

FIRST NAME	LAST NAME	STUDENT ID	ACTIVE
1 braham	butler	10	Yes

2) A successfully closed test look like this.



Assigned Tests (3)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
1 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	04/22/2019	22F7K	No	Jul 30, 2019, 5:30:00 PM	
2 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	05/15/2019	S8NCJ	No	Jun 22, 2019, 5:30:00 PM	
3 Harmonia	Sorensen, Jokull	Assessment of Preparedness for 7th Grade Mathematics (7M40A15)	08/06/2019	EK8KX	No	Aug 6, 2019, 12:00:00 AM	