MDTP Diagnostic Tutorial

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





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

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3) Click on the blue **"+ Add New Assignment**" button

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4) Verify that you are assigning the test to the correct class name. Select the appropriate "**Test Method**" and then choose the desired test from the **"Test Title"** dropdown menu.

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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.

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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."

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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.



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."

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

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