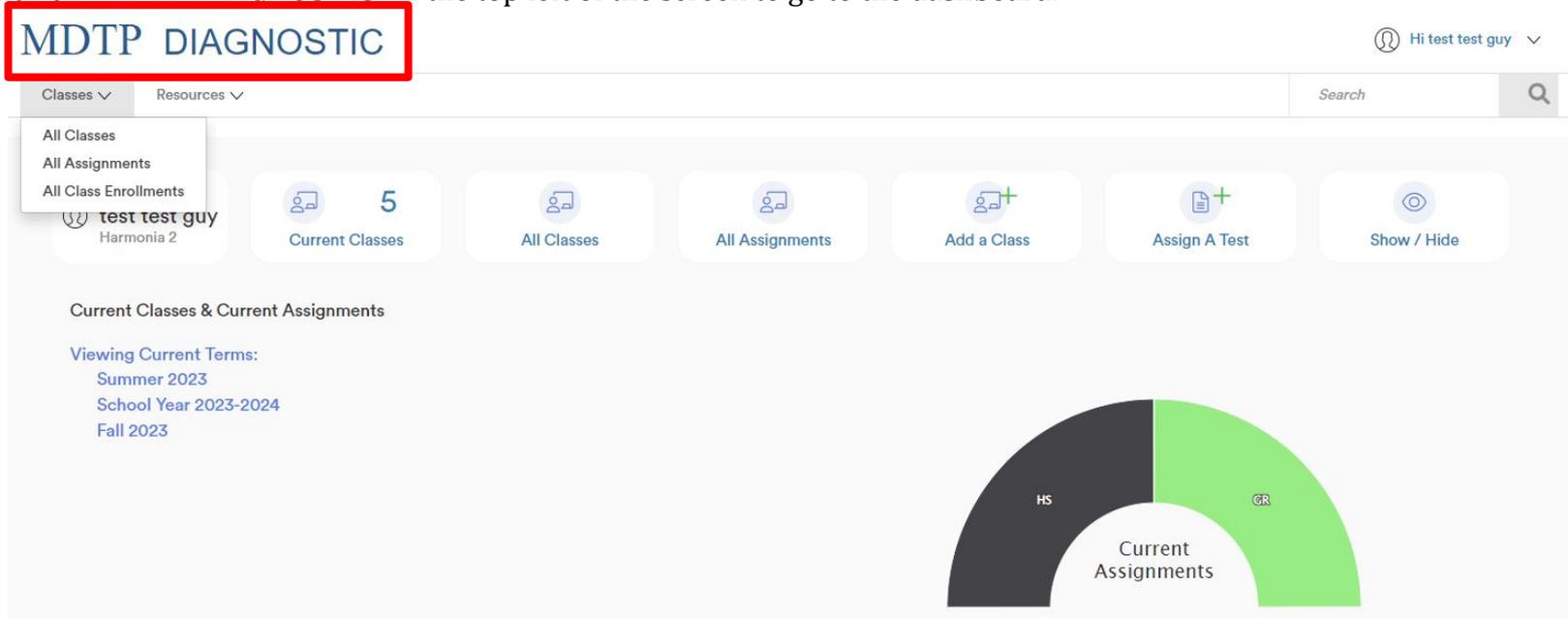


Uploading Student Answer Sheets After Scanning

Before uploading the student answer sheets, review the helpful hints from the **Scanning Answer Sheets** tutorial to ensure accuracy in the results.

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



The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text "MDTP DIAGNOSTIC" is highlighted with a red box. To the right of this is a user profile icon and the text "Hi test test guy". Below the header, there are two dropdown menus: "Classes" and "Resources". A search bar is located on the right side of the dashboard. The main content area features a row of seven cards: "Current Classes" (5), "All Classes", "All Assignments", "Add a Class", "Assign A Test", and "Show / Hide". Below this row, there is a section titled "Current Classes & Current Assignments" with a link to "Viewing Current Terms:" and three options: "Summer 2023", "School Year 2023-2024", and "Fall 2023". At the bottom right, there is a semi-circular gauge chart showing "Current Assignments" with two segments: a dark grey segment labeled "HS" and a green segment labeled "GR".

2) Scroll down the dashboard to see your classes and assignments. Click on the triangle next to the assignment to see more options then click “**Manage Paper Test**”.

Assignments

Period	Class Name	Term	Start Date	Active	Students Tested	Not Tested
1	TESTOCT	School Year 2023-2024				
		▶ Geometry Readiness Test (GR45A19)	07/13/2023	No		
2	OCTTEST2	School Year 2023-2024				
		▼ Precalculus Readiness Test (PR45A22)	07/20/2023			
		Test Method: paper Manage Paper Test				View Proctor Exam Delete Hide From Dashboard
		▶ Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No	1	2

3) Select “**Upload Completed Answer Sheets**” to upload the file with completed answer sheets. Keep in mind the file format requirements.

MDTP DIAGNOSTIC

Classes ▾

Resources ▾

[← Back to Previous Page](#)

Managing Paper Assignments

Click the Download Assignment Answer Sheets button to print answer sheets for all students currently listed in this class. Student answer sheets are different for each assignment so please review the information at the top of answer sheets before testing.

Download Assignment Answer Sheets

After students have completed the test, scan the answer sheets and then click the Upload Completed Answer Sheets button to upload the completed answer sheets.

Upload Completed Answer Sheets

See the tutorial "Assigning a Paper Test" for step-by-step information on the full process.

[← Return](#)

Upload Answer Sheets

Use the button below to select the file(s) containing the completed answer sheets on your computer.

Scanning requirements:
File format: PDF or JPG
Resolution: 300dpi



Upload your ocr files (image or PDF)
Select File...

After you have uploaded the files, please allow 1 to 3 business days for MDTP staff to review and approve the results. Once approved, you will receive an email and your student's results will be accessible in the Report menu.

[← Return](#)

Before uploading answer sheets, check the following:

- Make sure all sheets are facing the same way and the same direction.
- Check that all students are in the correct class period.
- Make sure bubbles are completely filled and darkened.
- Erase any extraneous marks.
- Do not obscure the scan code or barcode.
- Make sure the five black squares on the page perimeter are visible and close to the edge of the page.
- The file name should NOT contain commas or else the file will not upload to the MDTP platform.
- Check the number of pages scanned matches the number of students tested.

NOTE: Please scan and upload student answer sheets by teacher, class period and test assignment. Do not scan and upload multiple teachers or test assignment into one big batch.

MDTP Mathematics Diagnostic Testing Project

School Name: Harmonia 2
Teacher Name: test guy test
Class/Period: OCTEST2 (2)
Test Name: Precalculus Readiness Test (PR45A22)
Assignment Date: July 20, 2023
Student Name: Ally Beck
Student ID: aaabbb12

No markings near black boxes

Codes are not obscured

NV0WBSJXLK

STUDENT ANSWERS

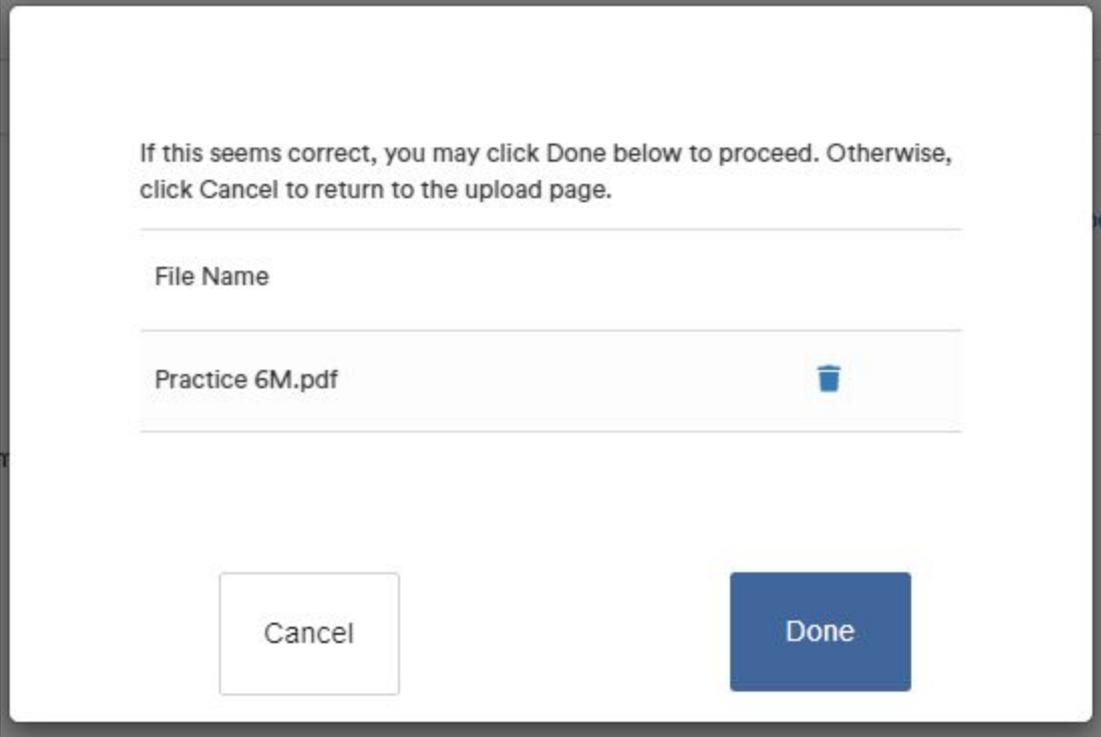
1	A	B	C	D	E	24	A	B	C	D	E
2	A	B	C	D	E	25	A	B	C	D	E
3	A	B	C	D	E	26	A	B	C	D	E
4	A	B	C	D	E	27	A	B	C	D	E
5	A	B	C	D	E	28	A	B	C	D	E
6	A	B	C	D	E	29	A	B	C	D	E
7	A	B	C	D	E	30	A	B	C	D	E
8	A	B	C	D	E	31	A	B	C	D	E
9	A	B	C	D	E	32	A	B	C	D	E
10	A	B	C	D	E	33	A	B	C	D	E
11	A	B	C	D	E	34	A	B	C	D	E
12	A	B	C	D	E	35	A	B	C	D	E
13	A	B	C	D	E	36	A	B	C	D	E
14	A	B	C	D	E	37	A	B	C	D	E
15	A	B	C	D	E	38	A	B	C	D	E
16	A	B	C	D	E	39	A	B	C	D	E
17	A	B	C	D	E	40	A	B	C	D	E
18	A	B	C	D	E	41	A	B	C	D	E
19	A	B	C	D	E	42	A	B	C	D	E
20	A	B	C	D	E	43	A	B	C	D	E
21	A	B	C	D	E	44	A	B	C	D	E
22	A	B	C	D	E	45	A	B	C	D	E
23	A	B	C	D	E						

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Make sure all five black boxes are visible.

5) After the file has been processed, a summary of the file will appear for review. If this is correct, select “**Done**” to confirm and upload the file.

NOTE: The file name should NOT contain commas or else the file will not upload to the MDTP platform.



If this seems correct, you may click Done below to proceed. Otherwise, click Cancel to return to the upload page.

File Name

Practice 6M.pdf 

Cancel Done

6) The person who uploaded the file (underlined in blue) will receive an email receipt when the file has been successfully uploaded. Please allow 1 to 3 business days for MDTP staff to review and approve the results.

Answer Sheets For Paper Testing Have Been Uploaded [Paper Orders/Paper Notifications](#) x  

 **MDTP Testing Administrator** <mdtptesting@ucsd.edu> 10:54 AM (1 minute ago) ☆ ↶ ⋮
to jsc034, me, regionaladminonly ▾

MDTP

Joshua Cho has uploaded completed answer sheets for the following paper assignment:

Instructor: [Sorensen, Jokull](#)

Class: [Sorensen 6th Grade Per 1 Paper](#)

Period: 1

School: Harmonia

District: Sunnyverse Unified

Region: Test Region - Director's Office

Please allow 1 to 3 business days for MDTP staff to review and approve the results.

The instructor will receive another email when the results are ready to view.

Regards,
MDTP

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7) The class instructor (underlined in red) will receive an email when the results have been verified by MDTP and are ready to view.

Report For Paper Testing is Now Ready External Paper Orders/Paper Notifications x Print Share

 **MDTP Testing Administrator** <mdtptesting@ucsd.edu> 11:00 AM (1 minute ago) ☆ ↶ ⋮
to jokullsoorensen, me, regionaladminonly ▾

MDTP

The assignment report for the instructor below is now ready to view.

[Click here to view the report](#)

Instructor: Sorensen, Jokull

Class: [Sorensen 6th Grade Per 1 Paper](#)

Period: 1

School: Harmonia

District :Sunnyverse Unified

Region: Test Region - Director's Office

Regards,
MDTP

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FAQ

Q: *Can students retake a test? Will the new upload override their old test scores?*

A: Yes, students can retake a test. If a teacher wishes to retest the student, the answer sheets can be printed and used again. The platform will overwrite any existing data with data from the newest scanned file.

Q: *Can a teacher upload some answer sheets at one point in time and the rest at another time?*

A: Answer sheets can be uploaded in as many files needed and uploaded in more than one sitting.

Q: *Can I scan all my answer sheets in one batch and upload it to any of my classes?*

A: This may cause incorrect or delayed scoring. We recommend that answer sheets be scanned one teacher and class per batch, and uploaded to the assigned test that they were downloaded from.

Q: *What happens if student answer sheets are uploaded to a different assignment?*

A: This may cause incorrect or delayed scoring. Please double check that all students are in the correct class period in the scanned PDF and that the file you are uploading matches the assignment.