Log in with your BOL ID and password (same one you use for my.ucla.edu)
Type in “mdt” or “math diagnostic test” and click on it

<table>
<thead>
<tr>
<th>Class sites</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 119, LEC 1 (Spring 2015): Structure of Literary Work</td>
<td>Student</td>
</tr>
<tr>
<td>SPAN 130, LEC 1 (Spring 2015): Topics in Medieval Studies</td>
<td>Student</td>
</tr>
<tr>
<td>SPAN 150, LEC 3 (Spring 2015): Topics in Contemporary Studies: Cuban Boom: Cuban Literature of 1990s</td>
<td>Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collaboration sites</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Department Application</td>
<td>Project Lead</td>
</tr>
<tr>
<td>UCLA Minor in Biomedical Research Site</td>
<td>Student</td>
</tr>
</tbody>
</table>
Read through the instructions which will give you the current enrollment key. Make sure you copy the enrollment as is – it is case sensitive and does not have any spaces.
Example of Instructions:

Instructions for AAP STUDENTS ONLY - May 1 - May 31

Instructions, Page 1

The participant is required to read through the series of instructions. At the end of this presentation, an enrollment key will be provided to start the math diagnostic test if the participant's answers to series of questions determine that a diagnostic is needed.

Begin
Example of Question at the end of Instructions (answer required):

Instructions for AAP STUDENTS ONLY - May 1 - May 31

Are you trying to enroll into Math 1, Math 3A, or Math 31A for fall or winter spring quarter at UCLA?

- Yes
- No

Submit
1.) Once you have the enrollment key, click on the quarter you want to enroll into Math 1, Math 3A or Math 31A.
2.) Then click on “Enroll me in this course”.
This is where you enter the enrollment key you just obtained after the instructions presentations. *Please be aware that the enrollment key changes regularly.* Immediately use the key that was shown at the end of the instructions. If more than 12 hours have passed between reading the instructions and starting the test, redo the instructions to see if there is a new enrollment key.
Click on the appropriate “Math Diagnostic Test (vX)” (mm/dd/yy) that corresponds to your testing group/period.
Click on “Attempt quiz now” to start the test.
Once you attempt the test, the clock begins. You have 2 hours (120 minutes). You cannot go in and out of the test. Exiting the test or browser means you agree to the final score (for whatever reason) even if it is zero because you did not answer any questions.
Remember to click on “Finish attempt...” when you are finished with the test and ready to submit all the answers. **DO NOT** just log off. Otherwise, all answers will be lost and this will count as an attempt.
If there is still time left over from the 2 hours (120 minutes) test time, students will be able to see the status of each question after going through the entire test.

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not yet answered</td>
</tr>
<tr>
<td>2</td>
<td>Answer saved</td>
</tr>
<tr>
<td>3</td>
<td>Answer saved</td>
</tr>
<tr>
<td>4</td>
<td>Not yet answered</td>
</tr>
<tr>
<td>5</td>
<td>Not yet answered</td>
</tr>
<tr>
<td>6</td>
<td>Not yet answered</td>
</tr>
<tr>
<td>7</td>
<td>Not yet answered</td>
</tr>
</tbody>
</table>
1.) Remember to click on “Submit all and finish” before the end of the 2 hours (120 minutes).
2.) Final confirmation is needed to end the test since students cannot go in and out of the exam. Once this is selected, the test will end and be scored.
1.) What should I do when the browser displays codes instead of the test (e.g., \( \left( 8x^{6}y^{-3} \right)^{\frac{1}{3}} = \))?

- Before you begin the test, make sure the java script for your browser is turned on. (Go to http://www.enable-javascript.com/ for more information.)

- Refresh your browser. Refreshing the browser does not exit you out of the test, though you may lose the answers on the current page you are working on.
2.) When should I do take the test?

– The sooner students take the test, the sooner their scores will be posted on their records for enrollment in Math 1, Math 3A or Math 31A during their enrollment time. The optimal time to take the test is during business hours if possible, though not required. Students should not be taking the test when the server is under maintenance which is usually announced on every page of CCLE.
System maintenance or system downs are clearly stated on the front page of [https://ccle.ucla.edu](https://ccle.ucla.edu) or you can go to this webpage: [https://ccle.ucla.edu/course/view/aboutccle?section=9](https://ccle.ucla.edu/course/view/aboutccle?section=9) for more information. Students should not be attempting the test when it is close to or immediately right after these times and dates.
Frequently Asked Questions

3.) What should I do when the test freezes or will not allow me to move forward?

– If refreshing and all other efforts to continue the test fails, send a detailed email to ugrad@math.ucla.edu with screen shots of the problem. Descriptions are often too vague which means that if we are unable to determine the problem was the result of the University’s technical error, then the student will have to use their second attempt to retake the test as the final score.
Frequently Asked Questions

4.) Can I take the test on a tablet, phablet, mobile device, etc.?
   – The Math Diagnostic Test is currently not supported on mobile and tablet devices. It is recommended that you take this test on a desktop computer.
5.) I cannot see the entire image of the test or the images of the test is too small.

- For PC: Press Ctrl and – to zoom out
- For Macbooks: Press Command and – to zoom out
REMINDER

• You only need to use one enrollment key once. The retake will automatically become available when the retake period starts (seven days after the end of the last test period).

• Participants must click on “Finish attempt” when finished to submit all the answers. This will result in lost answers and will count as an attempt.

• This test is only for the purpose of enrolling into Math 1, Math 3A or Math 31A in the fall and winter quarter.

• If you have any further questions, please email the ugrad@math.ucla.edu.