Admissions Test Instructions for Students

Please carefully review the following two pages prior to starting your Kaplan Admissions Test.

1) Please note, you will only be able to access the Kaplan Admissions Test in the proctored setting at the specified date/time scheduled by your school. If you have any questions, please contact your Nursing Schools Admissions Contact.

2) At the scheduled date/time when your test proctor tells you to begin, log into your Kaplan Account at www.kaptest.com/login
   a) Your username is the email address you used to sign up for your Kaplan account.
   b) If you need to reset your password, you can do so with the “Forgot your Password?” link on the login page.

3) Upon login, you will see an Active Course Page:

   Your Active Courses

   Kaplan Nursing Admissions Test - RN Inst
   Expires on 04/24/2018

   See Schedule
   Find a Make-up Session
   See Payment Details

   See Enrollment Agreement
   Print Receipt

   Enrollment ID: [redacted]  Purchase Date: 03/23/2018  Expiration Date: 04/24/2018

9) Click on “Launch Course” within the “Kaplan Nursing Admissions Test” enrollment.
10) On the next page click “Admissions Test” in the left navigation.

11) If the testing window has been scheduled by your school, you will see a “Start” button to begin the test.

12) Click on “Start” to reveal instructions and information about the test. The 9-question tutorial is not included in the time allowed, and the timer starts when you pull up the first test question.

13) Click “Start Test” to reveal the questions.
The icons you will see at the bottom of the screen are:

- Answer a question and proceed to the next question in the section by clicking “Next”.
- You cannot skip questions and must answer each question before proceeding to the next question.
- You cannot go back to previous questions within a section. Do not use your browser’s back arrow button.
- Once you have completed a section, click “End Section” to move on to the next section of the test. Once you end a section, you will not be able to go back to it. **Be careful that you DO NOT accidentally click “End Exam” as this will immediately close out the entire test and you will not be able to get back in.**
- Click “Calculator” in the top left to perform any mathematical functions required.
- Click “Suspend” ONLY if instructed to do so by your test proctor.
- Click “End Exam” ONLY after completing all sections of the test and all 91 questions. Your test will be considered complete and scored at the last question answered.
- If your server goes down, simply close your browser window, log in again, click back into the test, and you will be able to start the test where you left off.

**Caution!!!**

- **Do not** go to another website while testing is in progress. You risk losing access to the test and your score will be calculated only on the questions answered up to that point.
- **Do not** click “End Exam” until you have completed all sections and answered all 91 questions, or until time is called by your proctor. You will not be able to enter the test again after choosing this option.

**To view results** after completing the test, click “Review” back on the main homepage. Note that your score results will also be available to your school via their reporting.