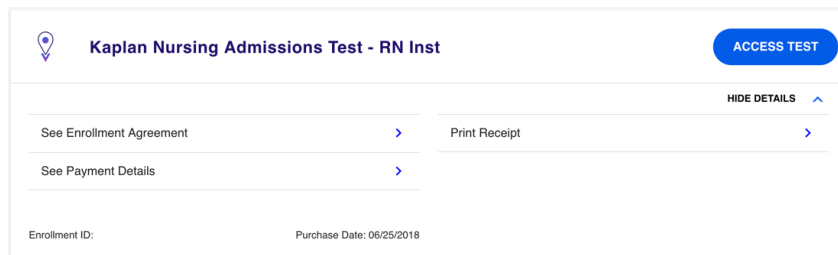


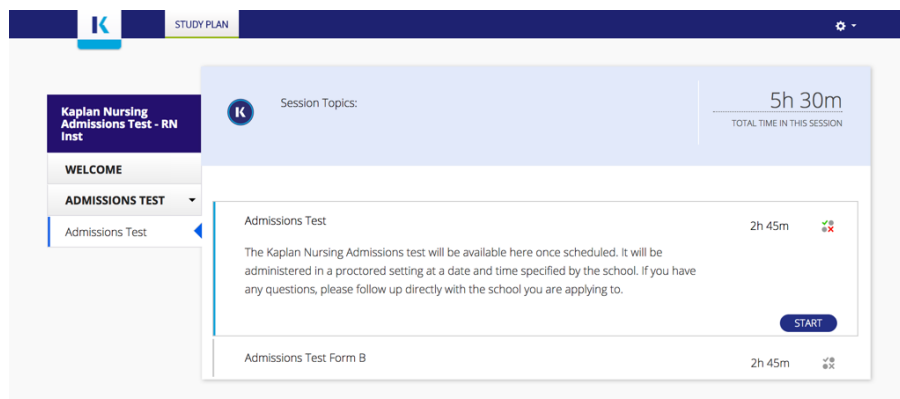
## Admissions Test Instructions for Students

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 specific date/time scheduled by your school. If you have any questions, please contact your Nursing School 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](http://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:



- 4) Click on “**Access Test**” within the “Kaplan Nursing Admissions Test” enrollment.
- 5) On the next page, click “**Admissions Test**” in the left navigation.



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

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

**The icons you will see at the bottom of the screen are as follows:**



- 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” at 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, and click back into the test. You will be able to resume the test where you left off.

## **Caution!!!**

- **Do not** go to any other website while testing is in progress. You risk losing access to the test, and your score will be calculated only on the questions you have 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.