

## Admissions Test User Guide

### Check System Requirements

Make sure that all computers that will be used for the online testing match these technical requirements:

<p><b>PC:</b></p> <p>Windows 2000, XP, Vista, or Windows 7 (32 bit recommended)</p> <p>Pentium III processor (1 GHz or higher recommended)</p> <p>512+ Mb RAM recommended</p> <p>DSL/cable modem required for optimal connection; wired connection preferred over wireless</p> <p>Internet Explorer 7.0 or higher, latest Firefox or Chrome (America Online users need to minimize AOL windows and open Internet Explorer browser.)</p> <p>1024 x 768 screen resolution or higher</p> <p><b>Supported Browser Plugins and Settings</b></p> <ul style="list-style-type: none"> <li>● JavaScript enabled</li> <li>● Cookies enabled</li> <li>● Flash enabled</li> </ul>	<p><b>Mac:</b></p> <p>Macintosh OS 10.6 or higher</p> <p>512+ Mb RAM recommended</p> <p>G4 processor (1 GHz or higher)</p> <p>DSL/cable modem required for optimal connection; wired connection preferred over wireless</p> <p>Latest Firefox or Chrome (Safari not fully supported; 3.0 minimum required)</p> <p>1024 x 768 screen resolution or higher</p> <p><b>Supported Browser Plugins and Settings</b></p> <ul style="list-style-type: none"> <li>● JavaScript enabled</li> <li>● Cookies enabled</li> <li>● Flash enabled</li> </ul>
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## Outline of the Admissions Test

The Admissions Test consists of four sections with a total of 91 questions. The total testing time is up to 165 minutes.

**READING:** 22 questions; time allotted is 45 minutes. Candidates read four passages and answer questions that measure the essential skills required for reading:

- Determining the logic of a passage
- Comprehending details
- Drawing basic inferences
- Identifying the purpose of a passage

**MATH:** 28 questions; time allotted is 45 minutes. The test measures the candidate's ability to apply mathematical principles in the following areas:

- Conversions
- Operations
- Ratios
- Word Problems

**WRITING:** 21 questions; time allotted is 45 minutes. Candidates read nine passages and answer questions that measure the essential skills required for writing:

- Assessing passage development
- Assessing paragraph logic
- Assessing mechanics of writing

**SCIENCE:** 20 questions; time allotted is 30 minutes. The test measures the candidate's knowledge of physiology in the following areas:

- Cardiovascular system
- Electrolytes
- Gastrointestinal system
- Immune system
- Nervous system
- Renal system
- Hematological system
- Homeostasis
- Respiratory system
- Sensory system

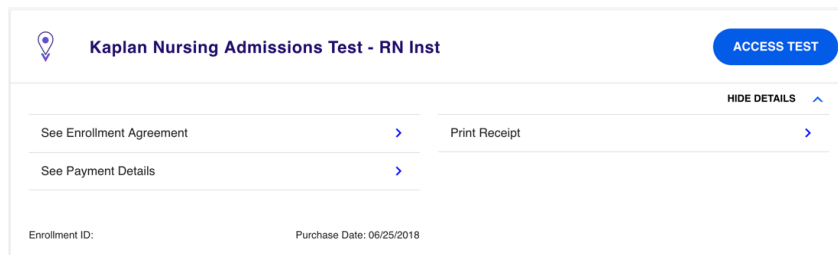
## Important Rules to Remember:

- Students should have nothing with them while taking the test (no cell phones, calculators, books, etc.).
- The student SHOULD NOT open any other website while taking the test. **Opening another website may result in the test shutting down.** The student can log back in and resume, but only after talking with the proctor to determine if the student was doing something unacceptable.
- If students' tests are closed inadvertently due to server error at any point, the students can close the window, log back in, and click back into the test. This will automatically place the students back into the test at their individual points of exit.
- Students should click "**Next**" to proceed to the next question within a section.
- Students cannot skip questions and must answer each question before proceeding to the next question.
- Students cannot go back to previous questions within a section.
- Students should not click their browser's back-arrow button.
- Once students have completed a section of the test, they must click "**End Section**" to move on to the next section. Once they have ended a section, they will not be able to go back to it. **Students need to be careful NOT to accidentally click "End Exam," as this will immediately close out the entire test and students will not be able to get back in.**
- Students should click "**Calculator**" at the top left to perform any mathematical functions required.
- Students should only be allowed to click "**Suspend**" with permission from the test proctor.
- Students should click "**End Exam**" **ONLY** after completing all test sections and all 91 questions. If they click "**End Exam**" before completing the test, they will not be able to re-enter and their test will be considered complete and scored at the last question answered.
- Students will immediately be able to view their test results and test performance analysis.

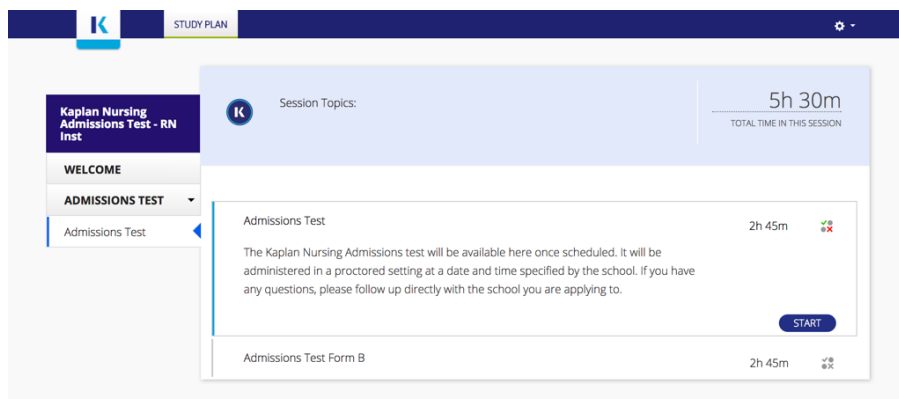
## Admissions Test Instructions for Students

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. If you have any questions, please contact your Nursing School Testing Assistant.
- 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, 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.