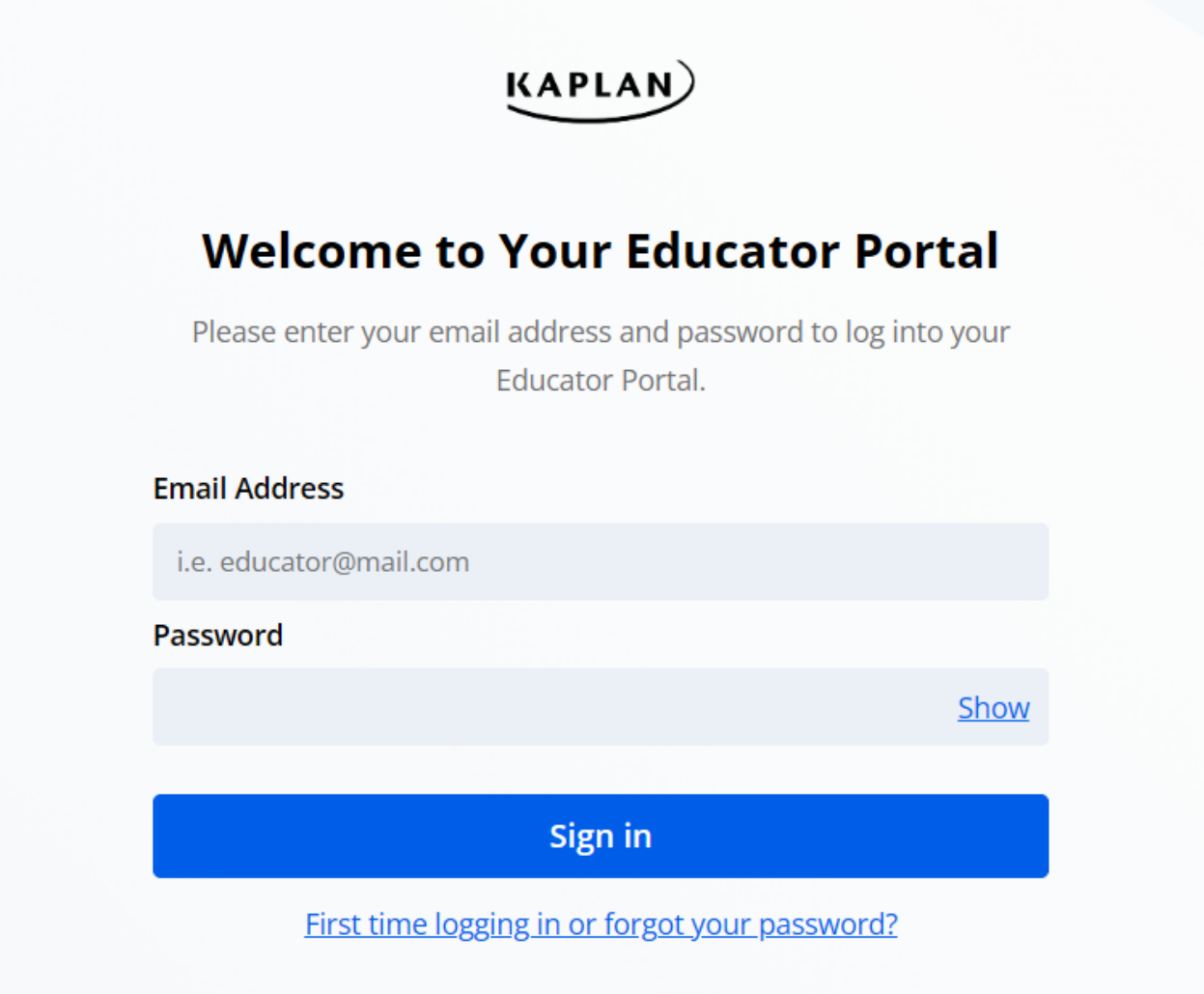
# Logging In

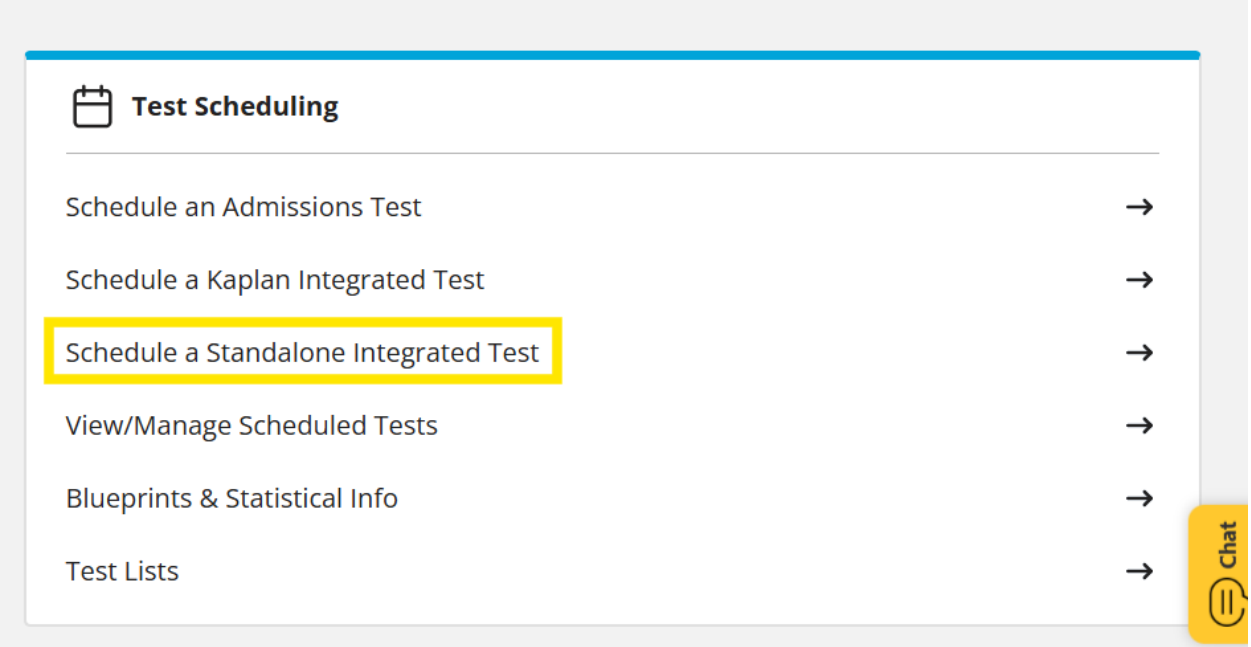
1. Log in to Educator via [educator.kaptest.com](educator.kaptest.com)
    a. If it's your first time logging in, you'll need to set your password by clicking the "First time logging in?" link on the page.
    b. If you forget your password, use the "Forgot Password" link to reset it.



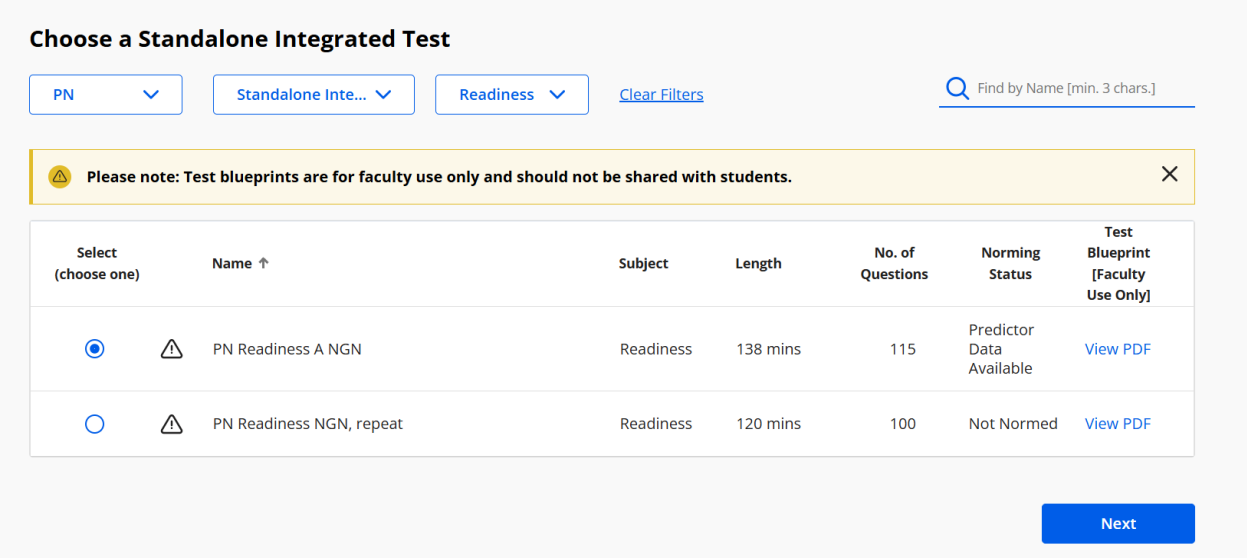
# LPN-RN Admissions: Scheduling

***Please note this is the process for scheduling current LPNs who are testing into the RN program***

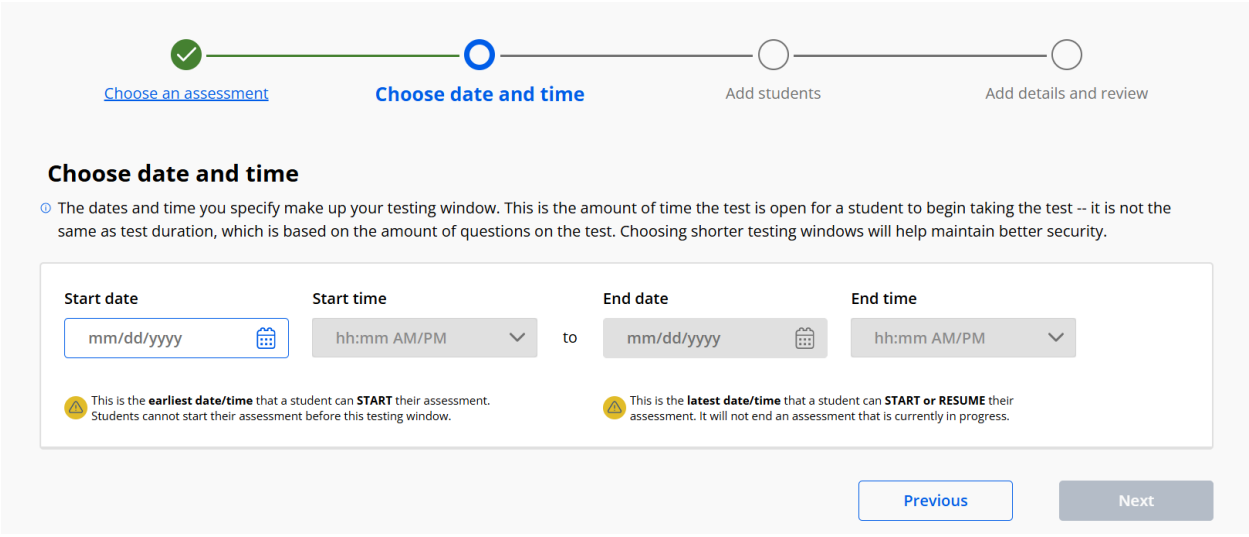
From the Educator Portal homepage, select Schedule a Standalone Integrated Test




1. Select the PN Readiness A NGN exam and click Next. (*Please note the PN Readiness NGN, repeat exam is available in case students need to be set up for a second exam attempt for any reason*)

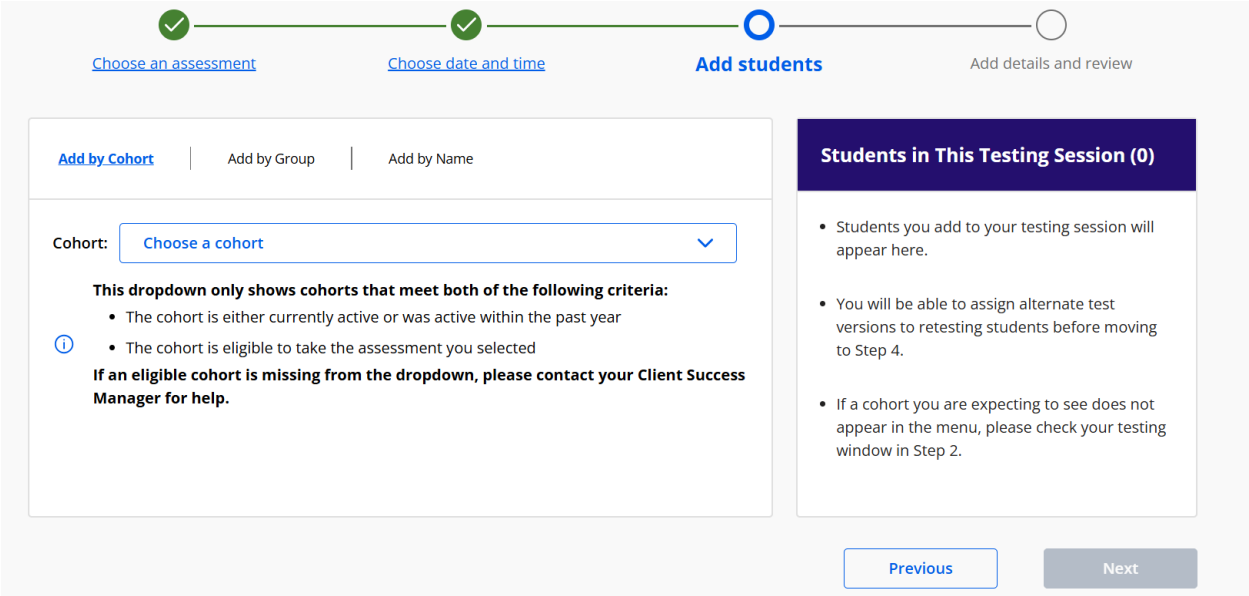



2. Select the date and time that the test should be available for students to access and click Next. (*Note that these times do not impact the internal test timer, but simply indicate the timeframe that students will see a Start/Resume button*)

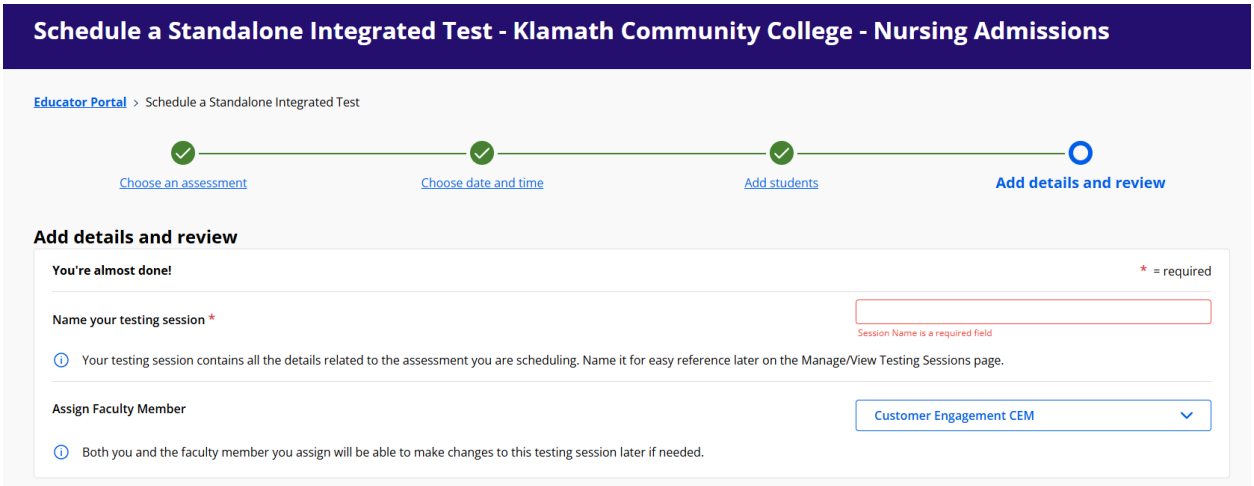



3. Add the specific students to your testing session through the cohort list or searching by individual name. You may add multiple students to a testing session as long as

they are taking the same test and will be starting at the same time.



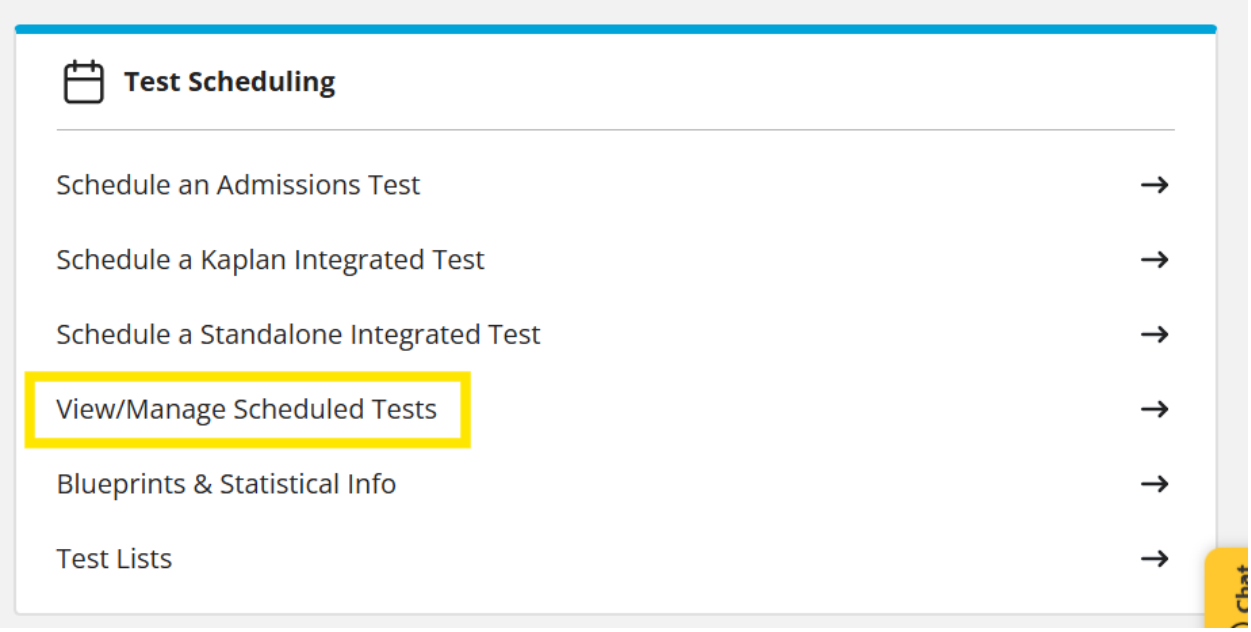

4. On the final page, name your testing session and assign a secondary admin if needed. Only you and the secondary administrator will have the ability to make modifications to a testing session you've created. Click Next at the bottom to save the details.



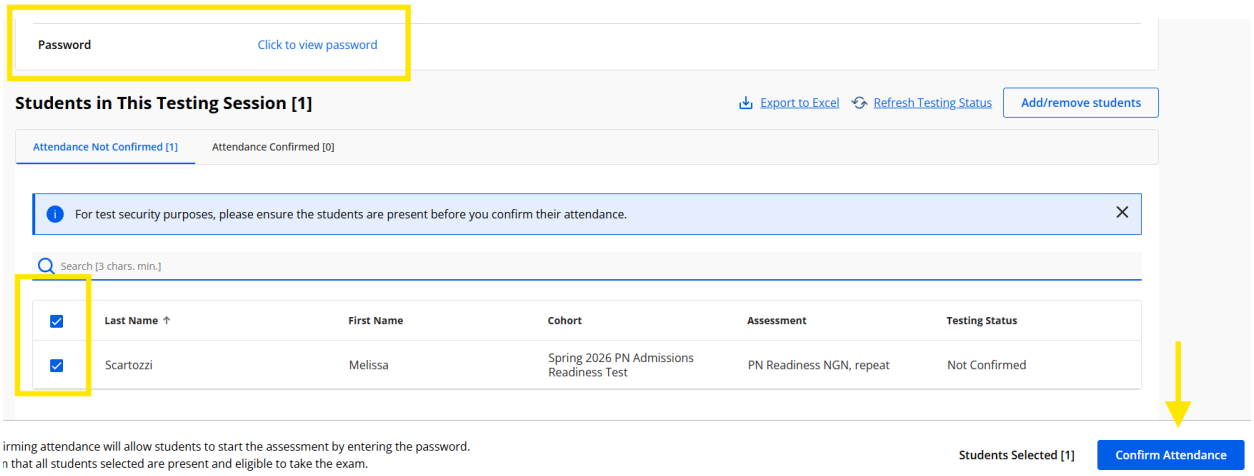
# LPN-RN Admissions: Administering

## How-To Video: Scheduling Tests for Students

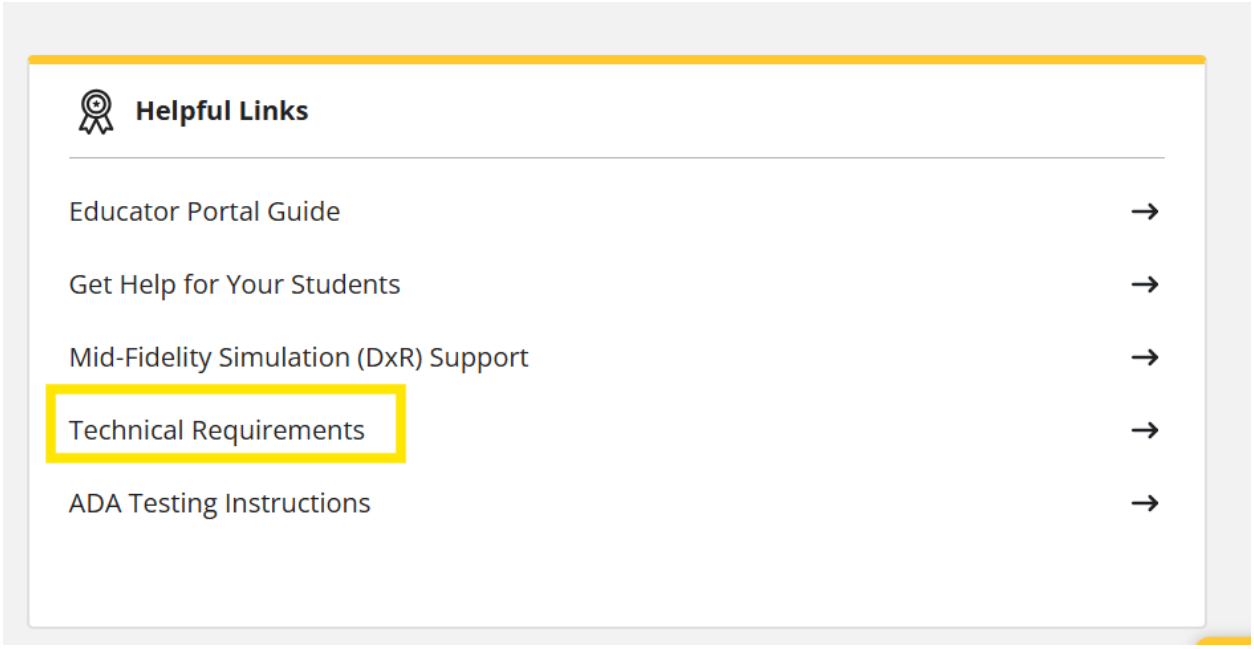
To administer/proctor a test, click the "View/Manage Scheduled Tests" link from your homepage and click into your testing session.




1. For security, please note that the test will require both password protection and attendance confirmation in addition to the Lockdown Browser/in-person proctoring. The password will be available within 48 hours of the test start time and attendance confirmation will be available 20 minutes prior to the start time.




2.
3. Please note the Respondus Lockdown Browser must be installed on any device intended for student testing. You can find the most up-to-date installation links on your admin homepage under “Technical Requirements”

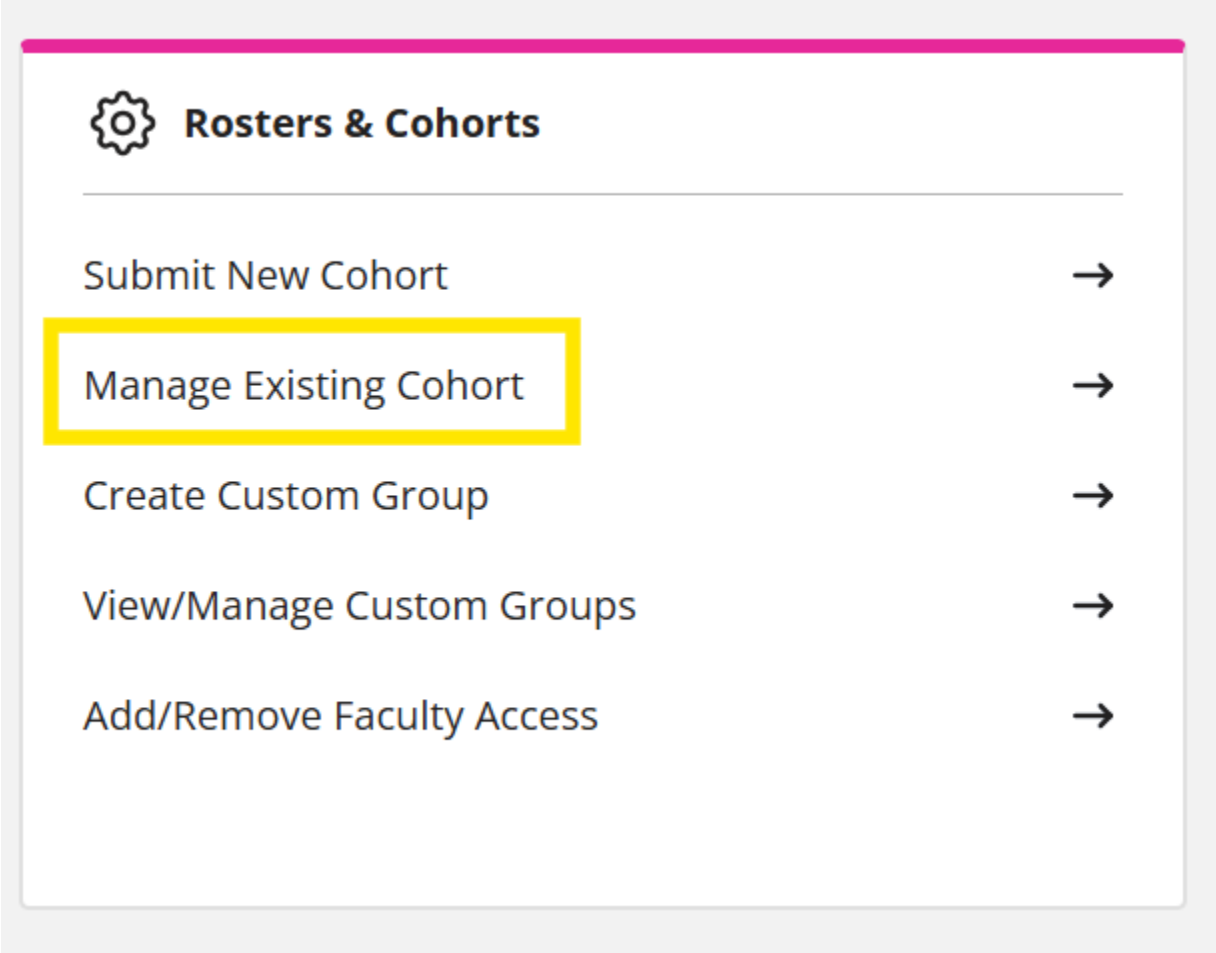



[How-To Video: Scheduling Tests for Students]

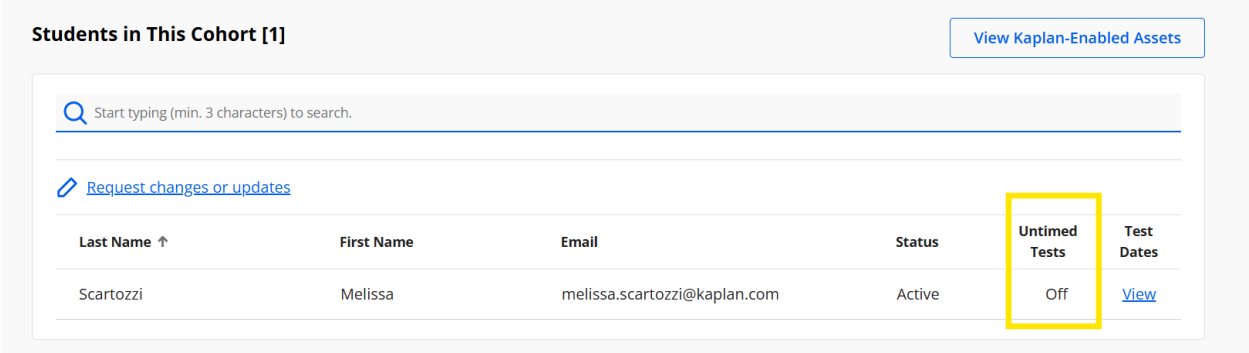
# LPN-RN Admissions: Accomodations

**PLEASE NOTE THAT THE ACCOMMODATIONS PROCESS OUTLINED HERE IS SPECIFIC TO THE LPN-RN ADMISSIONS COHORT AND THERE IS A DIFFERENT PROCESS FOR STUDENTS WITH NO NURSING BACKGROUND WHO ARE TAKING THE ADMISSIONS EXAM INSTEAD**

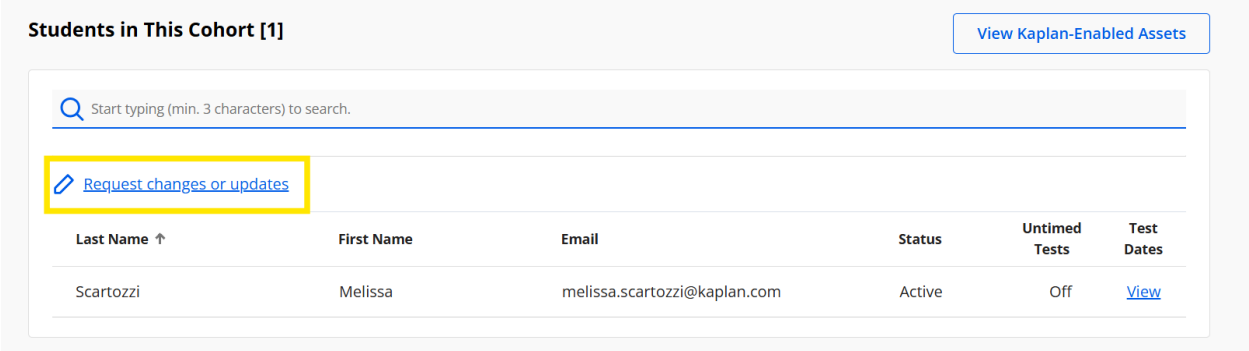
1. To remove the test timer for students with timing accommodations, select the Manage Existing Cohort link under your Rosters & Cohorts section. Then select the corresponding cohort on the following page



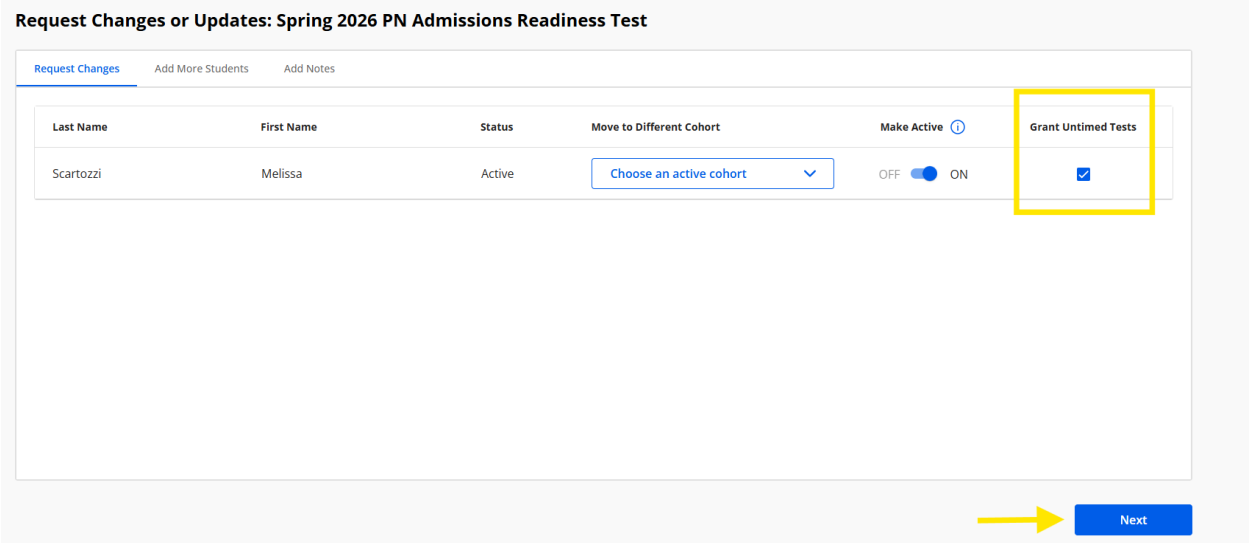
2. After selecting the appropriate cohort, you will see a list of everyone currently registered and a column labeled “Untimed Tests” will indicate whether these are turned off or on for individual students.



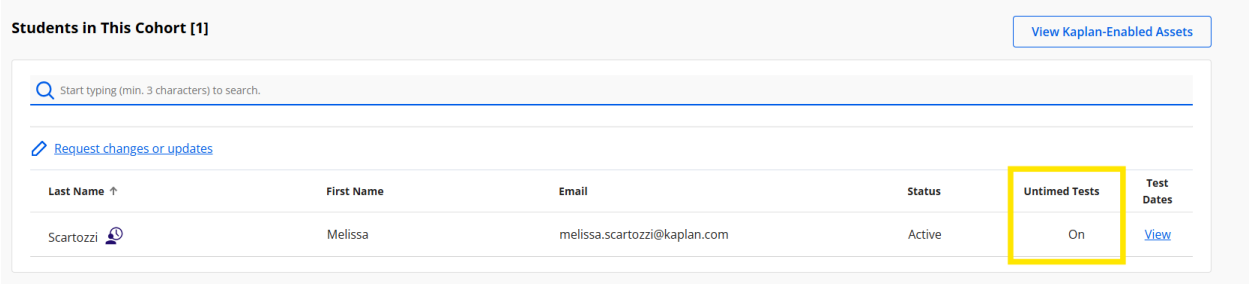

3. To modify, click the “Request changes or updates” link.



4. Select the checkbox to Grant Untimed Tests, then click Next at the bottom to save and submit.




5. Although you will see messaging that changes take up to three days, please note that this particular change will take place immediately. After submitting the update, you can verify the Untimed Tests status change within the cohort details.

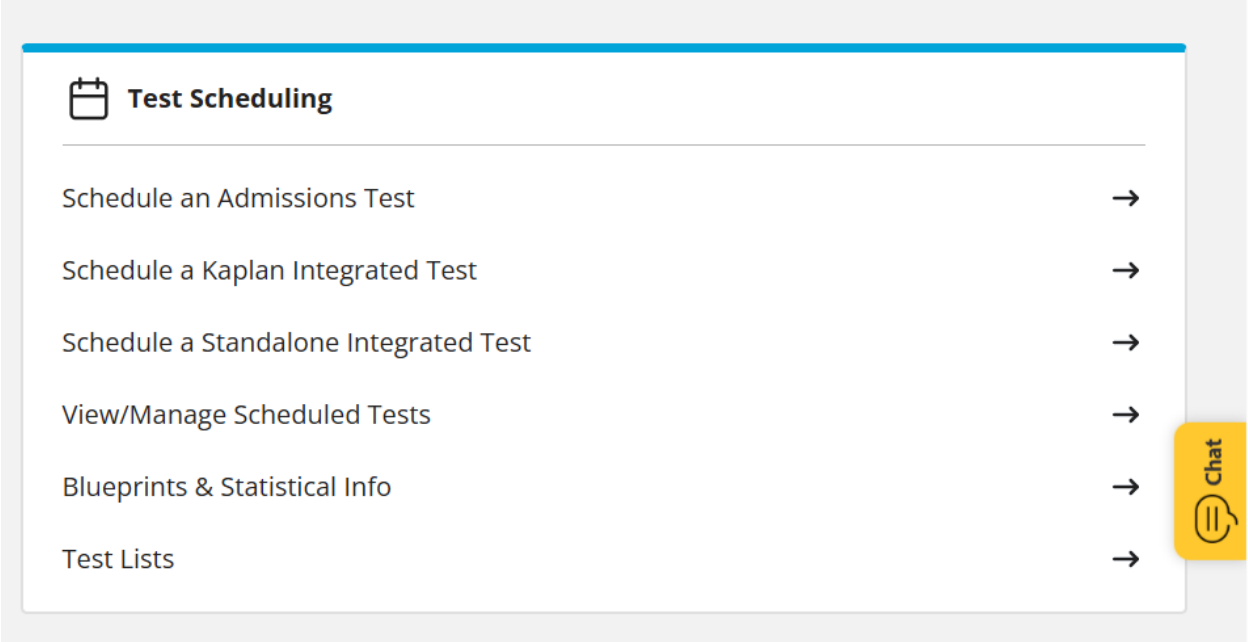



6. Now that the student's test will be untimed, it is the responsibility of the proctor to manage the time according to the student's particular accommodations.

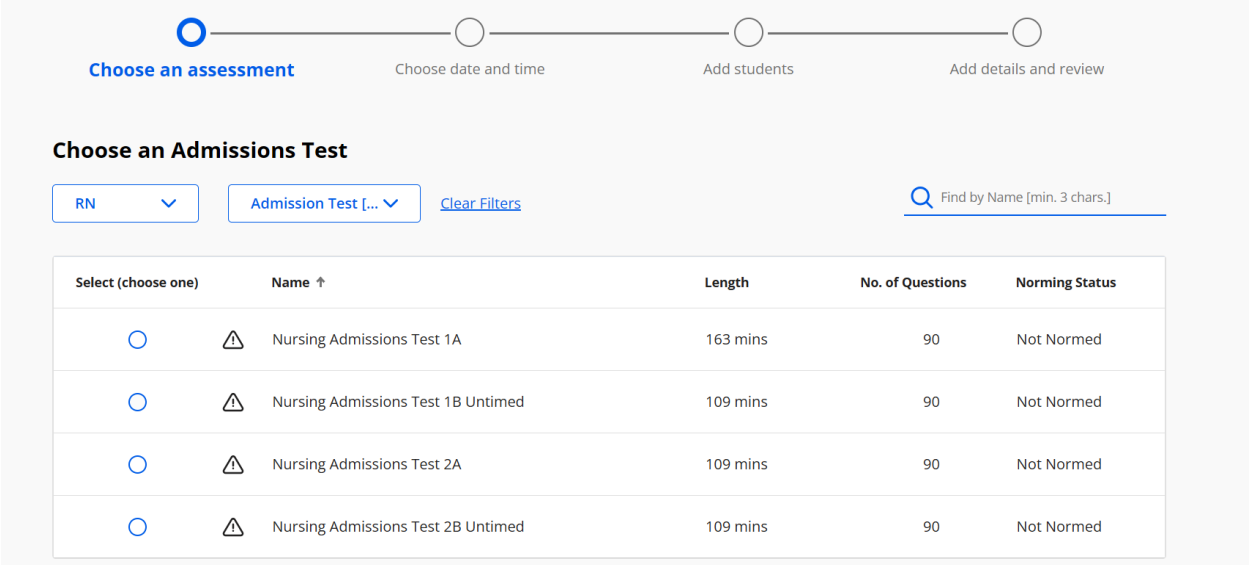
# Admissions: Scheduling

***Please note this is the process for scheduling students with no prior nursing background who are testing into the program****

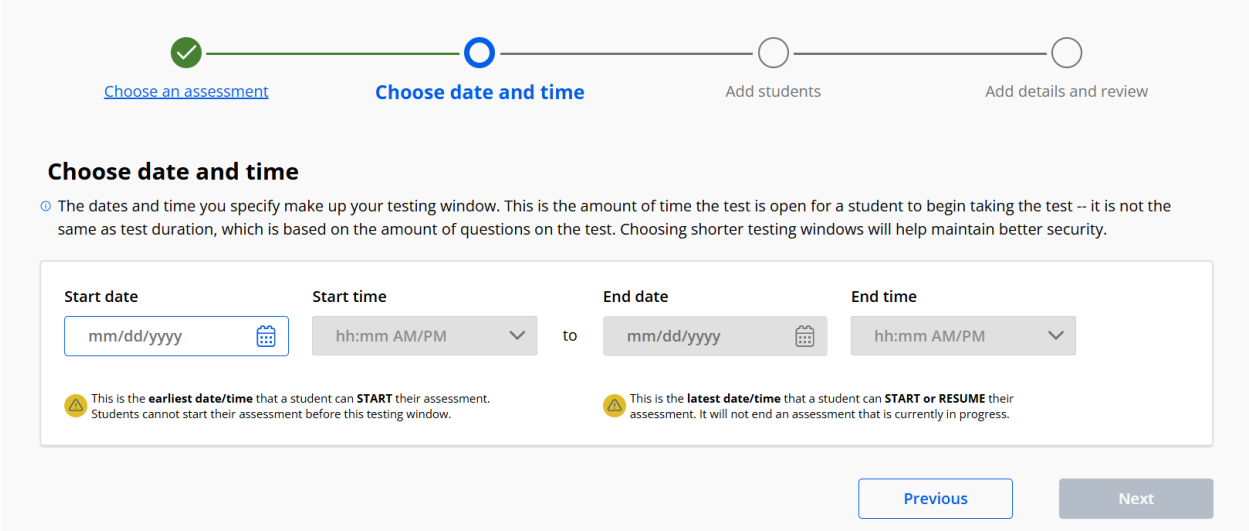
From the Educator Portal, select "Schedule an Admissions Test" from the Test Scheduling box.




1. Select the version of the test that should be administered. Please note that the 1A/1B tests are identical aside from the presence of an internal test timer. Likewise for the 2A/2B exams. Version 2 is our newer release and our recommendation.

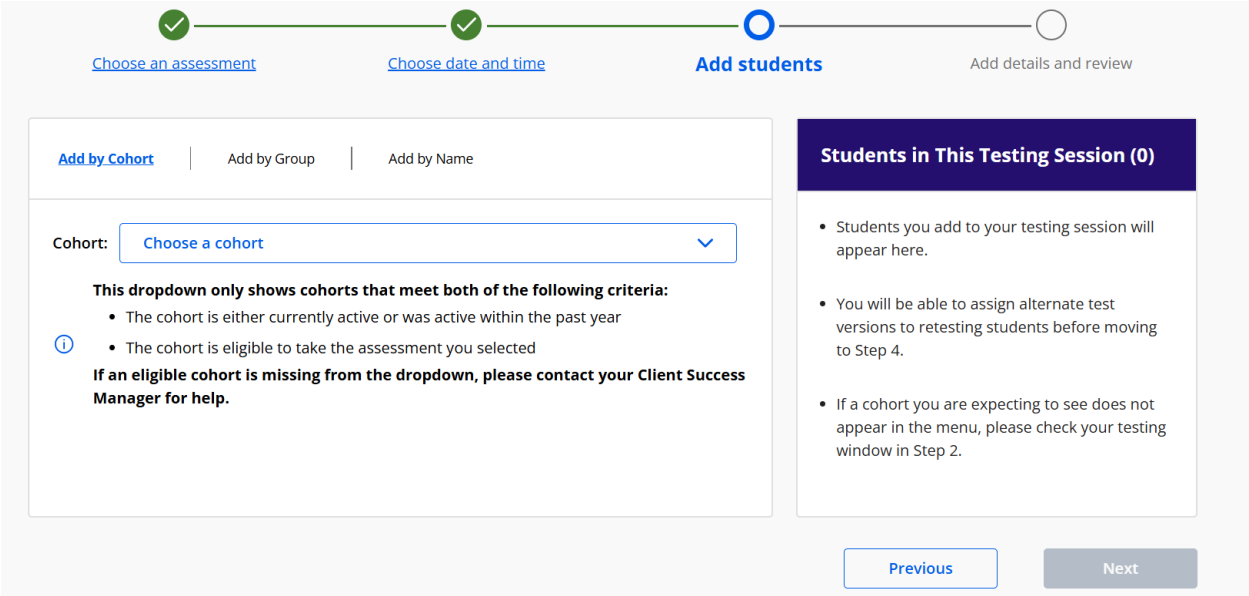



2. Select the date and time that the test should be available for students to access and click Next. (*Note that these times do not impact the internal test timer, but simply indicate the timeframe that students will see a Start/Resume button*)

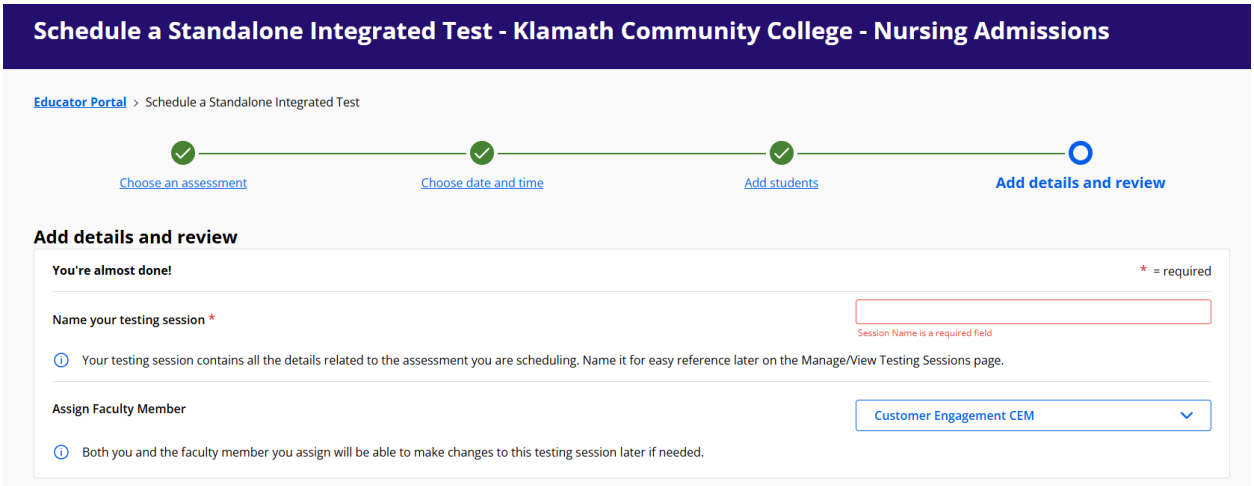



3. Add the specific students to your testing session through the cohort list or searching by individual name. You may add multiple students to a testing session as long as

they are taking the same test and will be starting at the same time.



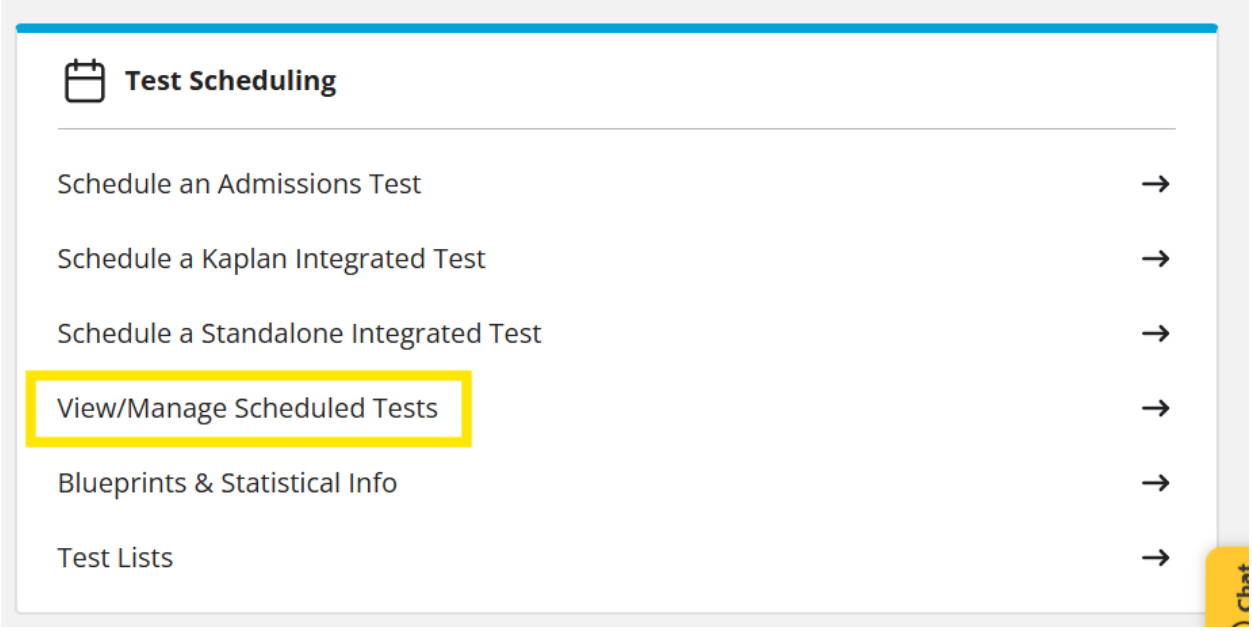

4. On the final page, name your testing session and assign a secondary admin if needed. Only you and the secondary administrator will have the ability to make modifications to a testing session you've created. Click Next at the bottom to save the details.




[How-To Video: Scheduling Tests for Students]

# Admissions: Administering

1. If you need to view or make modifications to an Admissions exam session, click the "View/Manage Scheduled Tests" link from your homepage and click into your testing session.



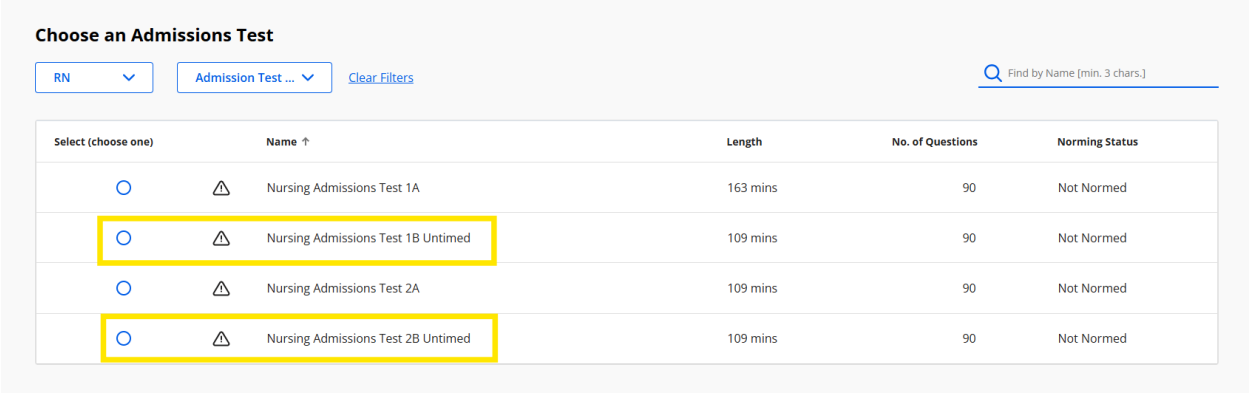

2. You will only have the option to make changes to testing sessions you have set up or those that you are assigned to as secondary faculty.

3. **Please note that in-person proctoring is vital to the security of this exam as there are no other security measures (password protection, attendance confirmation, or Respondus Lockdown Browser) in place.**

# Admissions: Accommodations

**PLEASE NOTE THAT THE ACCOMMODATIONS PROCESS OUTLINED HERE IS SPECIFIC TO THE ADMISSIONS COHORT AND THERE IS A DIFFERENT PROCESS FOR LPN-RN STUDENTS WHO ARE TAKING THE READINESS EXAM INSTEAD**

1. Students who have timing accommodations should be scheduled for the 1B or 2B version of the exam as these versions do not include internal timers.




2. It is the responsibility of the proctor to manage the time according to the student's particular accommodations.

# Getting Help

**FOR URGENT SUPPORT OR TROUBLESHOOTING, PLEASE CONTACT OUR SUPPORT TEAMS FOR THE MOST TIMELY ASSISTANCE:**

FACULTY/ADMIN SUPPORT

Our Faculty Support Representatives are available to support you via phone or chat.

**By Phone**

US/Canada (+1-866-920-6311) International (+1-407-423-6620)

Monday - Friday: 9 AM - 6 PM ET

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**By Chat (via Educator Portal)**

Sunday 9 PM ET through Friday 6 PM ET

STUDENT SUPPORT

Customer Care center - **1-877-527-8457**

| | | |
|---|---|---|
| **By Phone** | Mon-Fri | 7:30 am - 8:00 pm ET |
| **By Chat** | Mon-Thurs | 24 hours |
| | Fridays | Open until 8:00 pm ET |

CONTACT US WEBPAGE