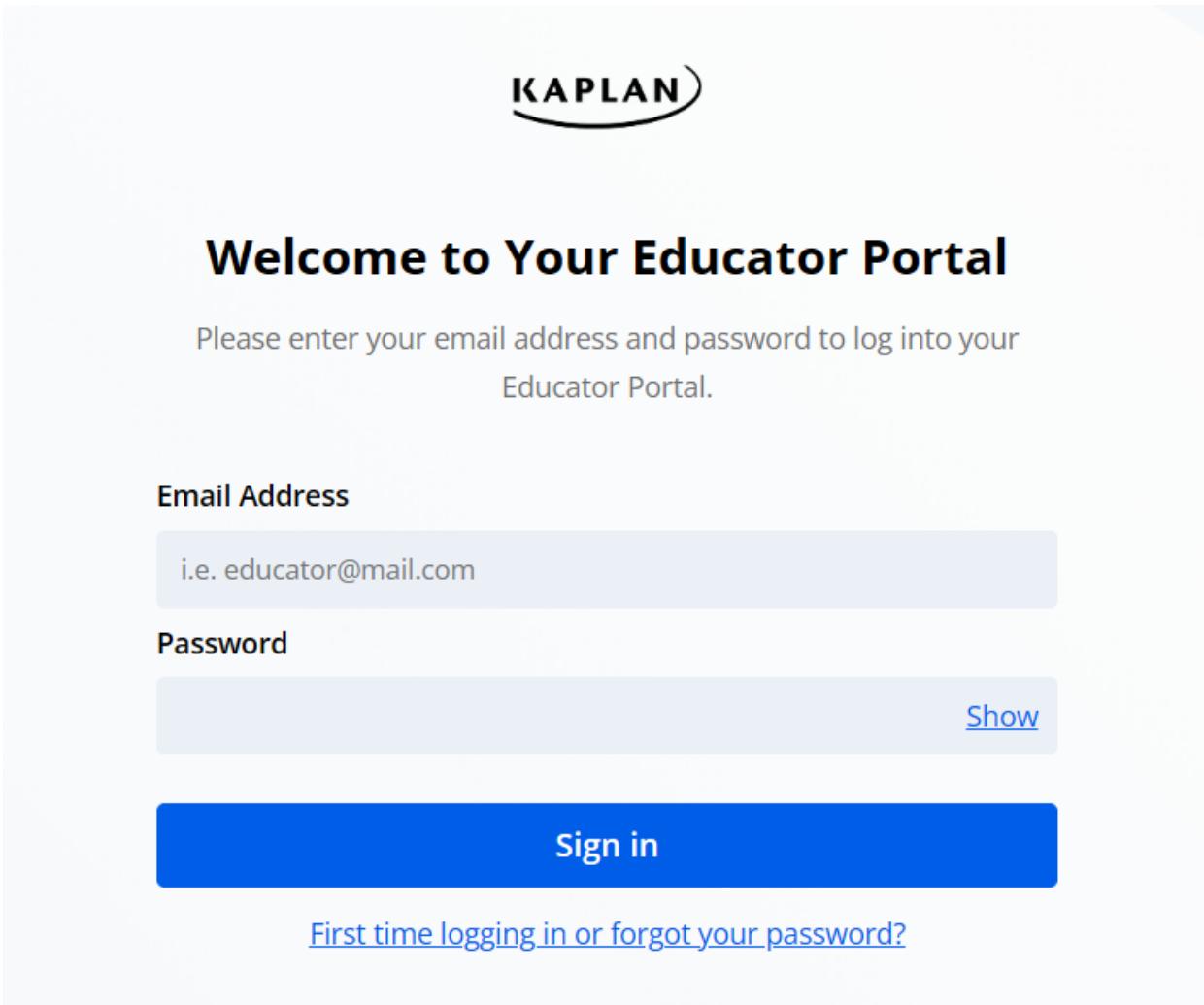


Logging In

1. Log in to Educator via 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.

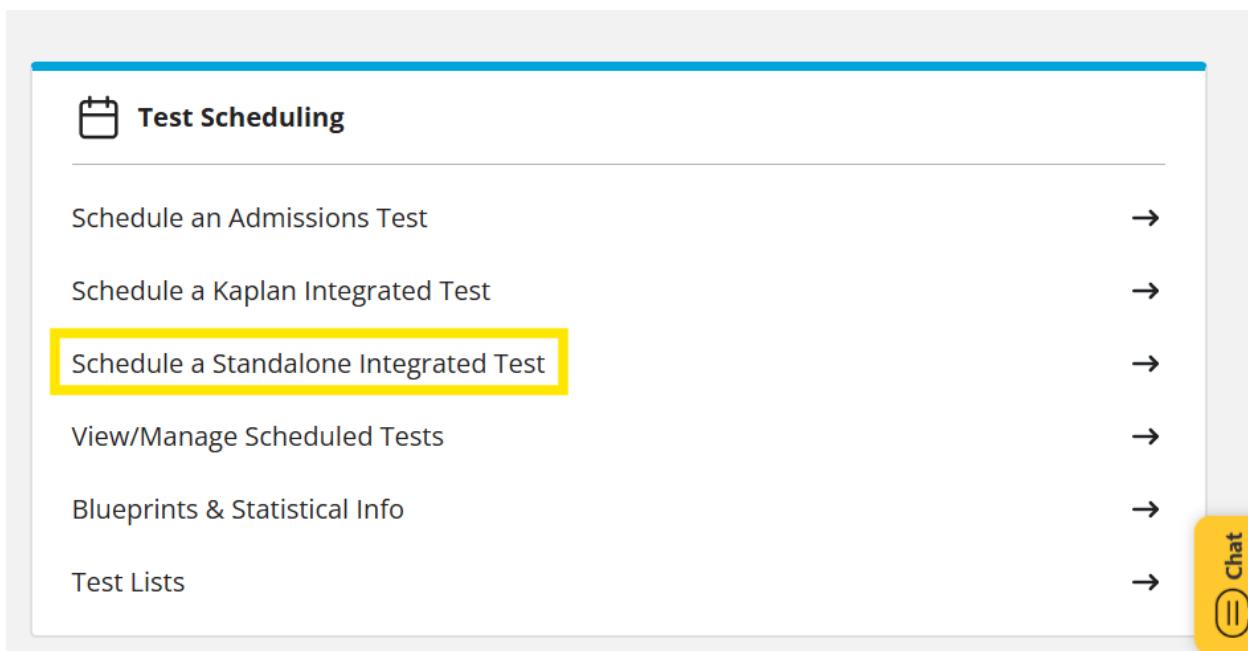


The screenshot shows the login interface for the KAPLAN Educator Portal. At the top center is the KAPLAN logo. Below it, the heading "Welcome to Your Educator Portal" is displayed in a large, bold, black font. A sub-instruction in gray text reads: "Please enter your email address and password to log into your Educator Portal." The "Email Address" field is a light gray input box containing the placeholder "i.e. educator@mail.com". Below it is the "Password" field, which is a light gray input box with a "Show" link to its right. A large blue "Sign in" button is centered at the bottom of the form. At the very bottom of the page, there is a link in blue text: "First time logging in or forgot your password?"

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



The screenshot shows a menu titled 'Test Scheduling' with the following options:

- Schedule an Admissions Test →
- Schedule a Kaplan Integrated Test →
- Schedule a Standalone Integrated Test** → (This option is highlighted with a yellow box.)
- View/Manage Scheduled Tests →
- Blueprints & Statistical Info →
- Test Lists →

A yellow 'Chat' button is located on the right side of the menu.

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*)

Choose a Standalone Integrated Test

PN ▼ Standalone Inte... ▼ Readiness ▼ Clear Filters 🔍 Find by Name [min. 3 chars.]

Please note: Test blueprints are for faculty use only and should not be shared with students. X

Select (choose one)	Name ↑	Subject	Length	No. of Questions	Norming Status	Test Blueprint [Faculty Use Only]
<input checked="" type="radio"/>	⚠ PN Readiness A NGN	Readiness	138 mins	115	Predictor Data Available	View PDF
<input type="radio"/>	⚠ PN Readiness NGN, repeat	Readiness	120 mins	100	Not Normed	View PDF

Next

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*)

Choose an assessment Choose date and time Add students Add details and review

Choose date and time

The dates and time you specify make up your testing window. This is the amount of time the test is open for a student to begin taking the test -- it is not the same as test duration, which is based on the amount of questions on the test. Choosing shorter testing windows will help maintain better security.

Start date mm/dd/yyyy 📅	Start time hh:mm AM/PM ▼	to	End date mm/dd/yyyy 📅	End time hh:mm AM/PM ▼
---	--	----	---------------------------------------	--

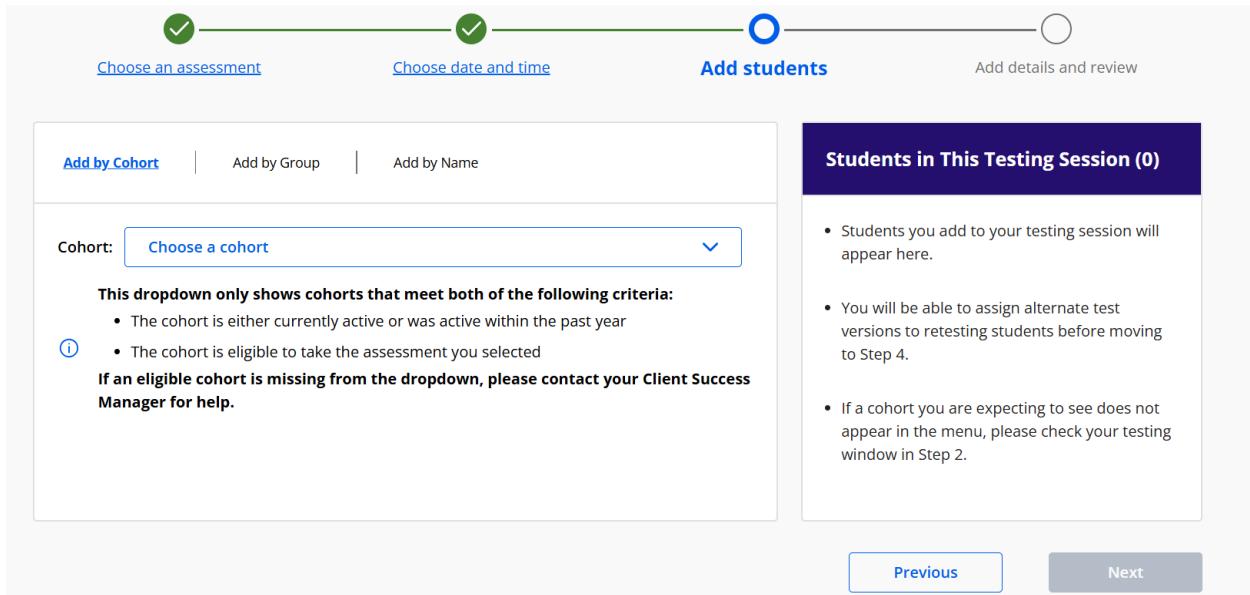
⚠ This is the **earliest date/time** that a student can **START** their assessment. Students cannot start their assessment before this testing window.

⚠ This is the **latest date/time** that a student can **START or RESUME** their assessment. It will not end an assessment that is currently in progress.

Previous Next

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.



Choose an assessment

Choose date and time

Add students

Add details and review

Add by Cohort | Add by Group | Add by Name

Cohort: Choose a cohort

This dropdown only shows cohorts that meet both of the following criteria:

- The cohort is either currently active or was active within the past year
- The cohort is eligible to take the assessment you selected

If an eligible cohort is missing from the dropdown, please contact your Client Success Manager for help.

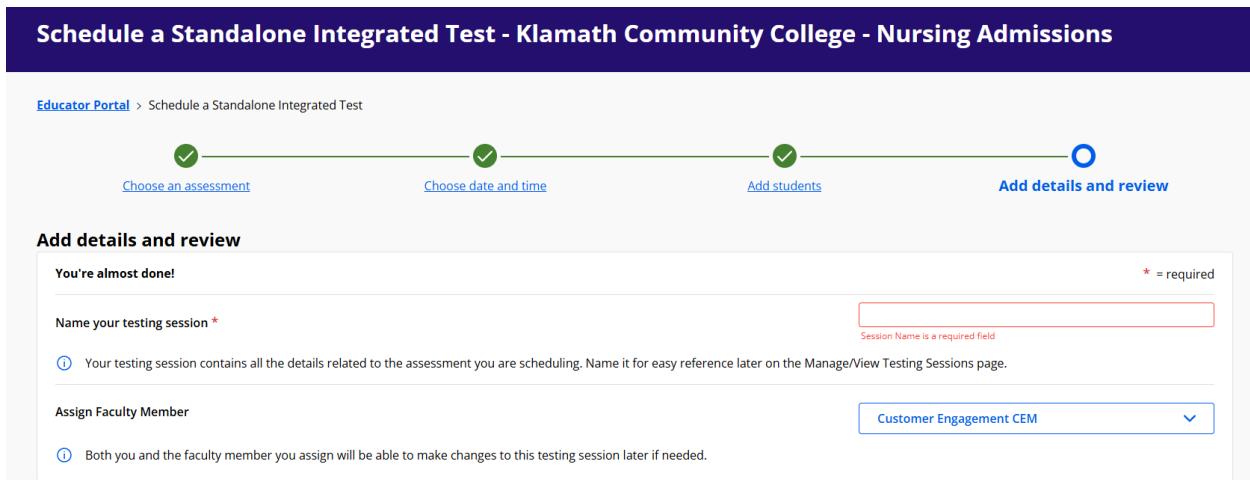
Students in This Testing Session (0)

- Students you add to your testing session will appear here.
- You will be able to assign alternate test versions to retesting students before moving to Step 4.
- If a cohort you are expecting to see does not appear in the menu, please check your testing window in Step 2.

Previous

Next

- 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.



Educator Portal > Schedule a Standalone Integrated Test - Klamath Community College - Nursing Admissions

Choose an assessment

Choose date and time

Add students

Add details and review

You're almost done!

Name your testing session *

Session Name is a required field

Your testing session contains all the details related to the assessment you are scheduling. Name it for easy reference later on the Manage/View Testing Sessions page.

Assign Faculty Member

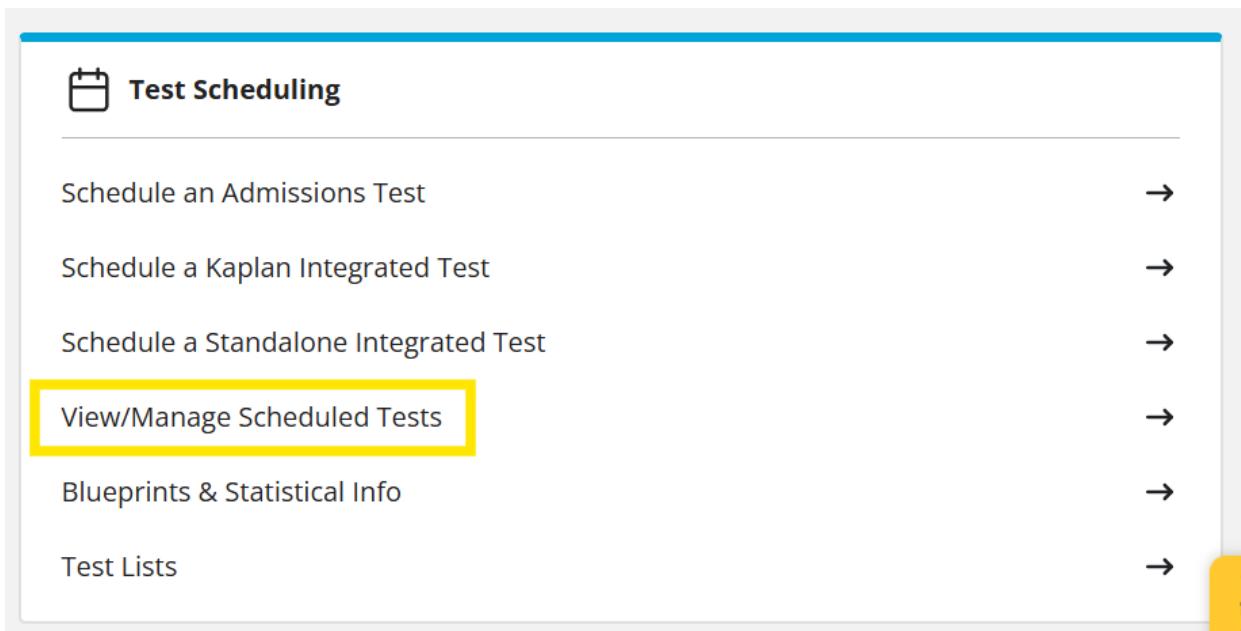
Customer Engagement CEM

Both you and the faculty member you assign will be able to make changes to this testing session later if needed.

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.



The screenshot shows a menu titled "Test Scheduling" with the following options:

- Schedule an Admissions Test →
- Schedule a Kaplan Integrated Test →
- Schedule a Standalone Integrated Test →
- View/Manage Scheduled Tests** → (This link is highlighted with a yellow box.)
- Blueprints & Statistical Info →
- Test Lists →

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.

Password

Click to view password

Students in This Testing Session [1]

[Export to Excel](#)
[Refresh Testing Status](#)
[Add/remove students](#)

Attendance Not Confirmed [1] Attendance Confirmed [0]

! For test security purposes, please ensure the students are present before you confirm their attendance. X

! Search [3 chars. min.]

Last Name ↑	First Name	Cohort	Assessment	Testing Status
<input checked="" type="checkbox"/> Scartozzi	Melissa	Spring 2026 PN Admissions Readiness Test	PN Readiness NGN, repeat	Not Confirmed

Ensuring attendance will allow students to start the assessment by entering the password. Make sure that all students selected are present and eligible to take the exam.

Students Selected [1]

Confirm Attendance

- 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"

 **Helpful Links**

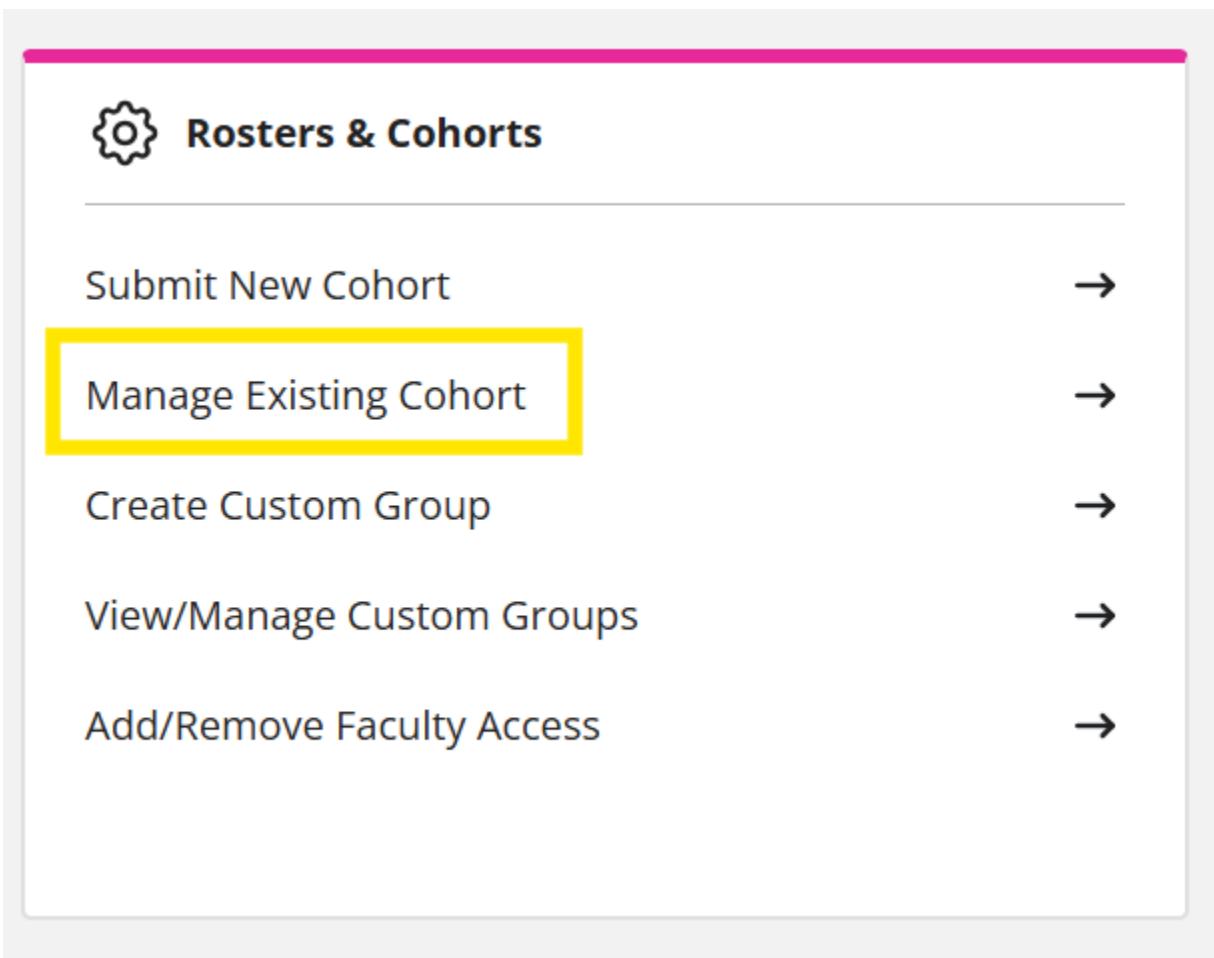
Educator Portal Guide	→
Get Help for Your Students	→
Mid-Fidelity Simulation (DxR) Support	→
Technical Requirements	→
ADA Testing Instructions	→

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



The screenshot shows a user interface for managing rosters and cohorts. At the top, there is a header with a gear icon and the text "Rosters & Cohorts". Below this, there are five menu items, each with an arrow pointing to the right:

- Submit New Cohort
- Manage Existing Cohort** (This link is highlighted with a yellow rectangular box.)
- Create Custom Group
- View/Manage Custom Groups
- Add/Remove Faculty Access

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.

Students in This Cohort [1]

View Kaplan-Enabled Assets

🔍 Start typing (min. 3 characters) to search.

✍ [Request changes or updates](#)

Last Name ↑	First Name	Email	Status	Untimed Tests	Test Dates
Scartozzi	Melissa	melissa.scartozzi@kaplan.com	Active	Off	View

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

Students in This Cohort [1]

View Kaplan-Enabled Assets

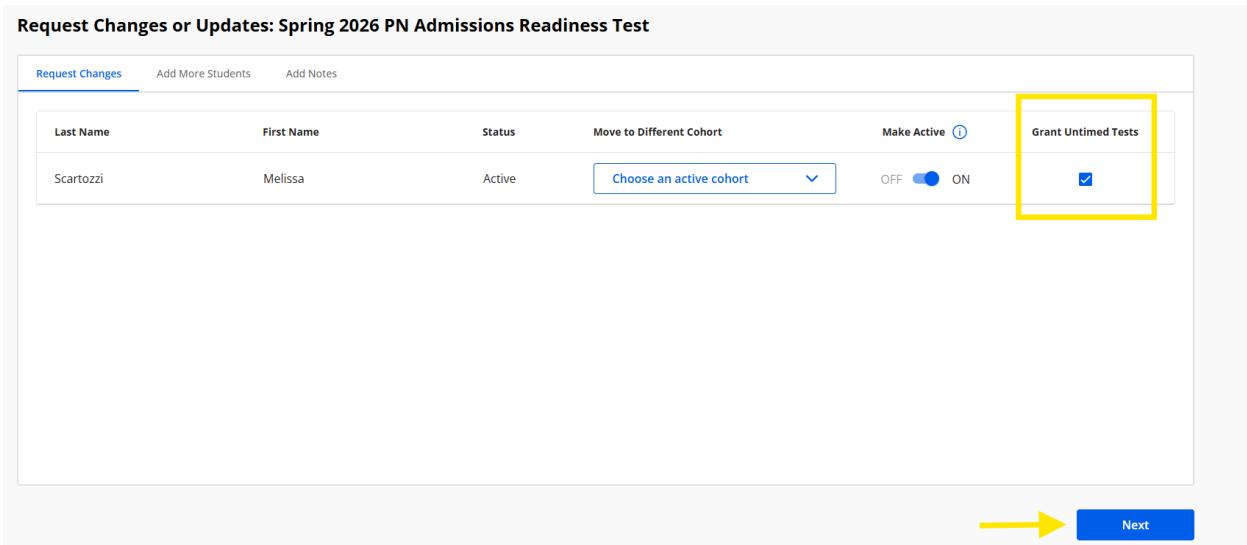
🔍 Start typing (min. 3 characters) to search.

✍ [Request changes or updates](#)

Last Name ↑	First Name	Email	Status	Untimed Tests	Test Dates
Scartozzi	Melissa	melissa.scartozzi@kaplan.com	Active	Off	View

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

Request Changes or Updates: Spring 2026 PN Admissions Readiness Test

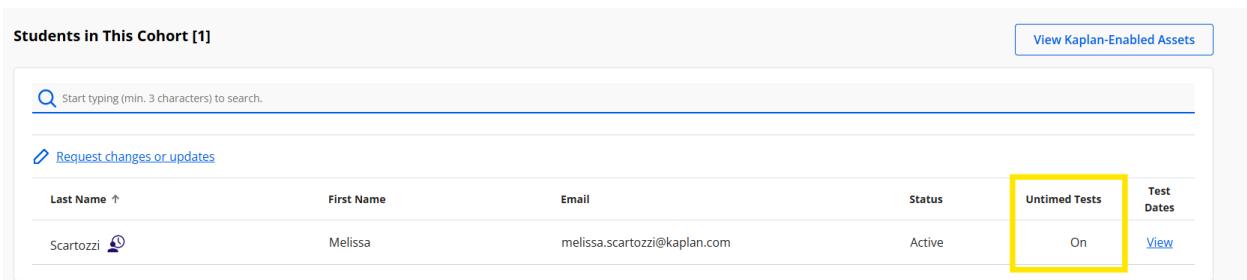


Last Name	First Name	Status	Move to Different Cohort	Make Active	Grant Untimed Tests
Scartozzi	Melissa	Active	Choose an active cohort	OFF <input type="button" value="ON"/>	<input checked="" type="checkbox"/>

Next 

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.

Students in This Cohort [1]



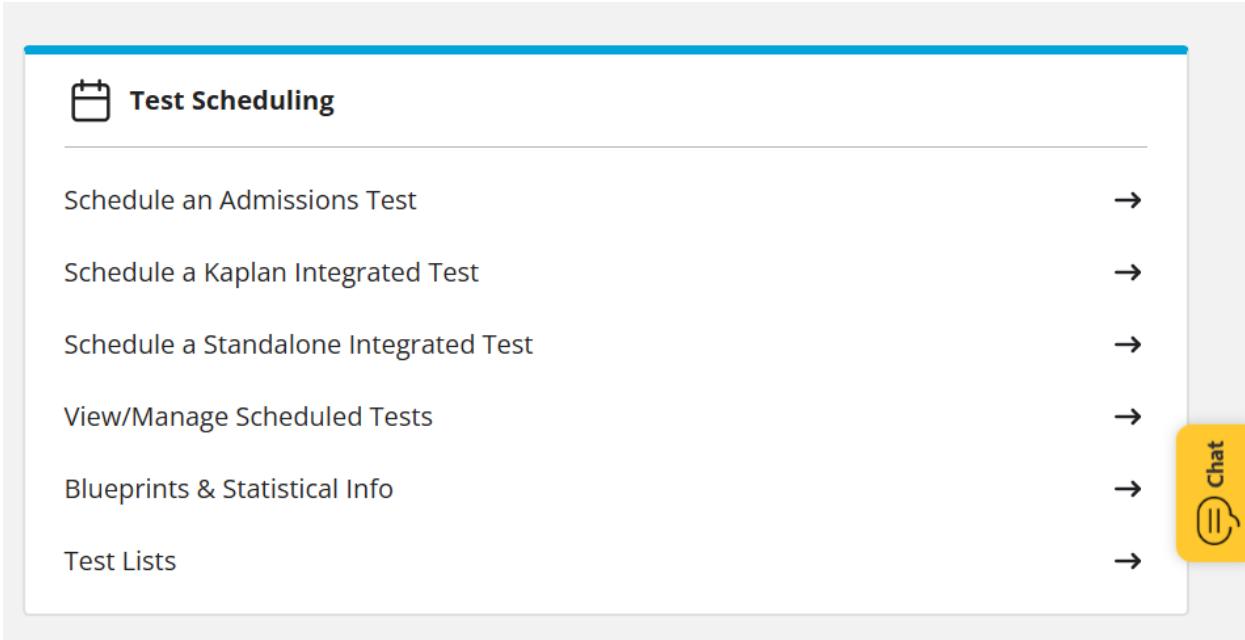
Last Name ↑	First Name	Email	Status	Untimed Tests	Test Dates
Scartozzi 	Melissa	melissa.scartozzi@kaplan.com	Active	On	View

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.



The screenshot shows a menu titled "Test Scheduling" with the following options:

- Schedule an Admissions Test
- Schedule a Kaplan Integrated Test
- Schedule a Standalone Integrated Test
- View/Manage Scheduled Tests
- Blueprints & Statistical Info
- Test Lists

A yellow "Chat" button is located in the bottom right corner of the menu.

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.



Choose an assessment

Choose date and time

Add students

Add details and review

Choose an Admissions Test

RN **Admission Test [...]** **Clear Filters** **Find by Name [min. 3 chars.]**

Select (choose one)	Name ↑	Length	No. of Questions	Norming Status
<input type="radio"/>	 Nursing Admissions Test 1A	163 mins	90	Not Normed
<input type="radio"/>	 Nursing Admissions Test 1B Untimed	109 mins	90	Not Normed
<input type="radio"/>	 Nursing Admissions Test 2A	109 mins	90	Not Normed
<input type="radio"/>	 Nursing Admissions Test 2B Untimed	109 mins	90	Not Normed

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*)



Choose an assessment

Choose date and time

Add students

Add details and review

Choose date and time

 This is the **earliest date/time** that a student can **START** their assessment. Students cannot start their assessment before this testing window.

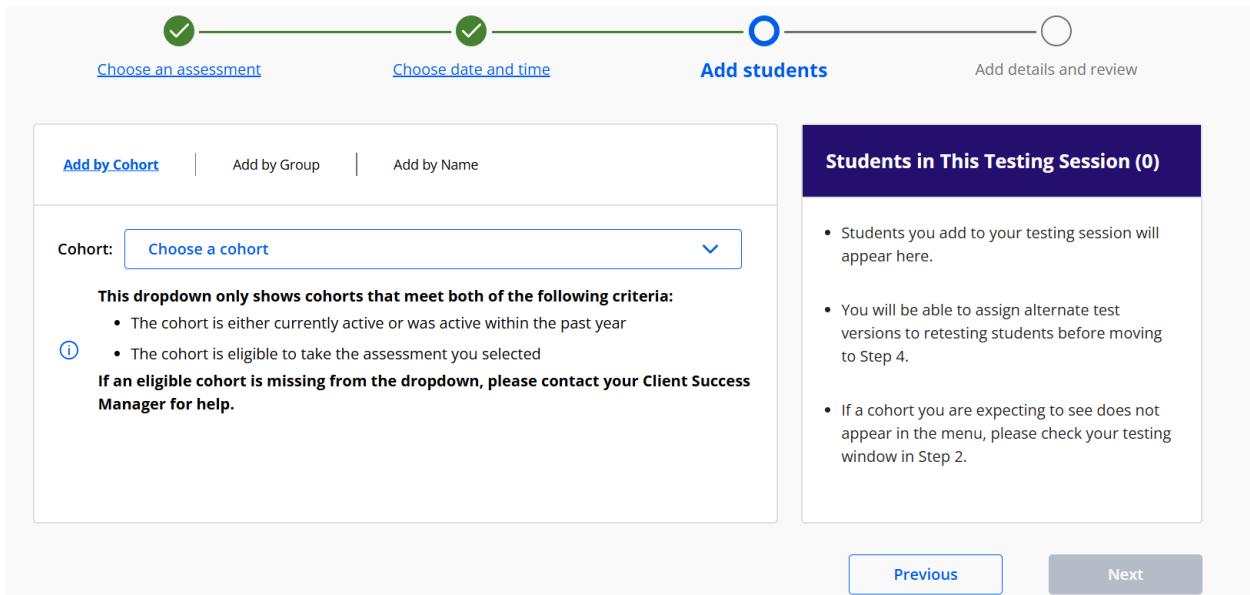
 This is the **latest date/time** that a student can **START or RESUME** their assessment. It will not end an assessment that is currently in progress.

Start date **Start time** **End date** **End time**

Previous **Next**

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.



Choose an assessment

Choose date and time

Add students

Add details and review

Add by Cohort | Add by Group | Add by Name

Cohort: Choose a cohort

This dropdown only shows cohorts that meet both of the following criteria:

- The cohort is either currently active or was active within the past year
- The cohort is eligible to take the assessment you selected

If an eligible cohort is missing from the dropdown, please contact your Client Success Manager for help.

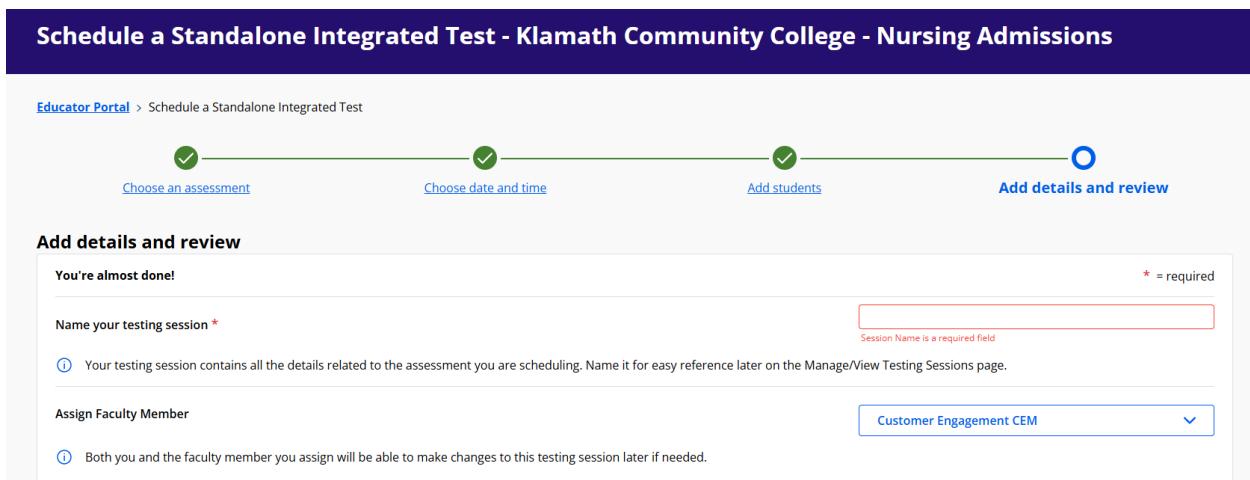
Students in This Testing Session (0)

- Students you add to your testing session will appear here.
- You will be able to assign alternate test versions to retesting students before moving to Step 4.
- If a cohort you are expecting to see does not appear in the menu, please check your testing window in Step 2.

Previous

Next

- 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.



Educator Portal > Schedule a Standalone Integrated Test

Choose an assessment

Choose date and time

Add students

Add details and review

You're almost done!

Name your testing session *

Session Name is a required field

Customer Engagement CEM

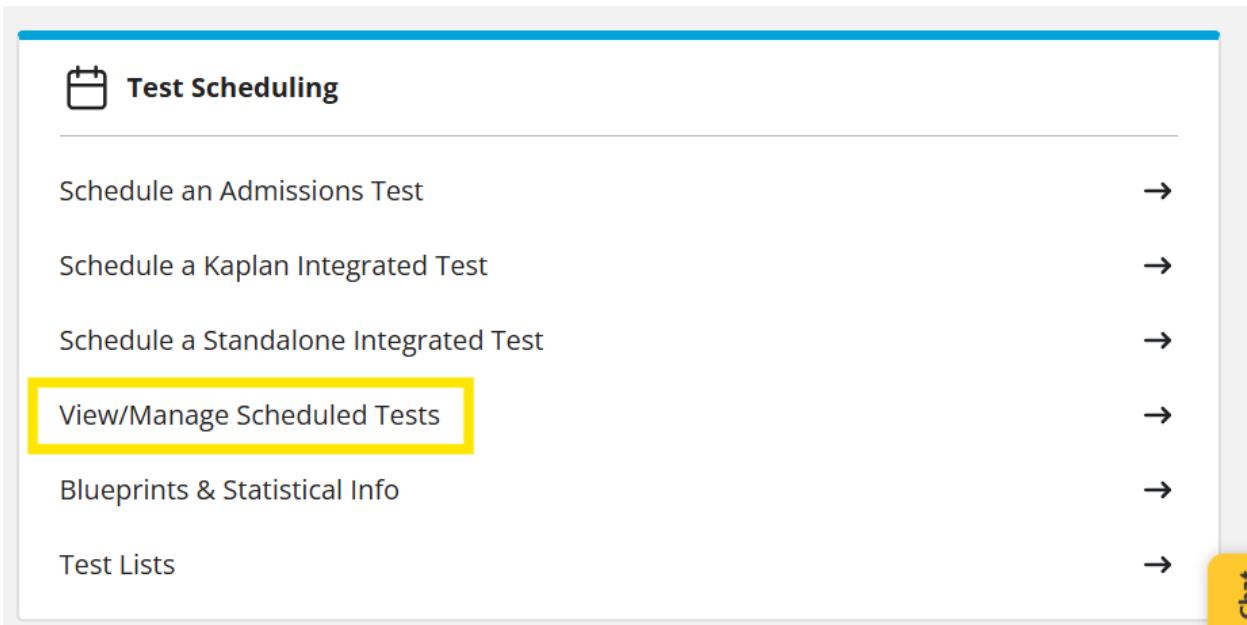
Your testing session contains all the details related to the assessment you are scheduling. Name it for easy reference later on the Manage/View Testing Sessions page.

Both you and the faculty member you assign will be able to make changes to this testing session later if needed.

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.



The screenshot shows a menu titled "Test Scheduling" with the following options:

- Schedule an Admissions Test →
- Schedule a Kaplan Integrated Test →
- Schedule a Standalone Integrated Test →
- View/Manage Scheduled Tests** → (This option is highlighted with a yellow box.)
- Blueprints & Statistical Info →
- Test Lists →

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.

Choose an Admissions Test

RN **Admission Test ...**

Select (choose one)	Name ↑	Length	No. of Questions	Norming Status
<input type="radio"/>	<input type="radio"/> Nursing Admissions Test 1A	163 mins	90	Not Normed
<input type="radio"/>	<input type="radio"/> Nursing Admissions Test 1B Untimed	109 mins	90	Not Normed
<input type="radio"/>	<input type="radio"/> Nursing Admissions Test 2A	109 mins	90	Not Normed
<input type="radio"/>	<input type="radio"/> Nursing Admissions Test 2B Untimed	109 mins	90	Not Normed

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

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