

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.



Welcome to Your Educator Portal

Please enter your email address and password to log into your Educator Portal.

Email Address

i.e. educator@mail.com

Password

[Show](#)

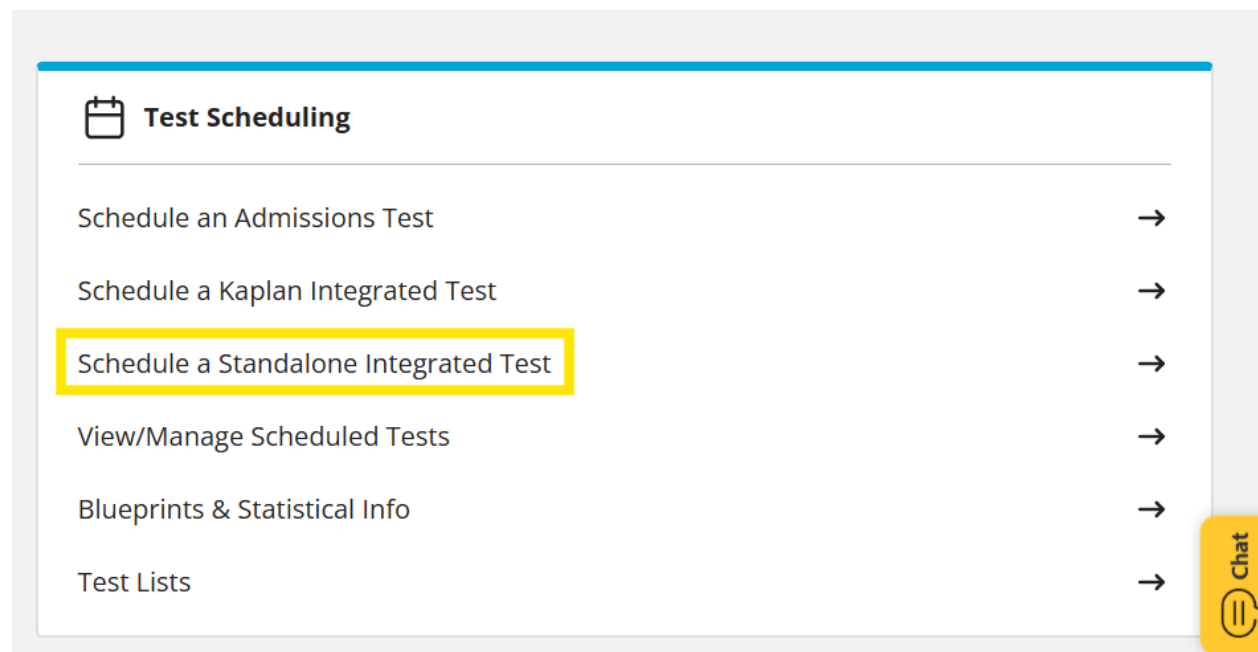
Sign in

[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



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](#)


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


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

- 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





Start time

to

End date



End 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.

Previous

Next

- 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.

The screenshot shows the 'Add students' step in a four-step process. The steps are: 'Choose an assessment' (completed), 'Choose date and time' (completed), 'Add students' (current step), and 'Add details and review' (pending). The 'Add students' section has three tabs: 'Add by Cohort' (selected), 'Add by Group', and 'Add by Name'. Under 'Add by Cohort', there is a dropdown menu labeled 'Cohort:' with the option 'Choose a cohort'. Below the dropdown, a note states: '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'. A warning icon (i) is next to this note, followed by the text: 'If an eligible cohort is missing from the dropdown, please contact your Client Success Manager for help.' To the right, a box titled 'Students in This Testing Session (0)' contains three bullet points: '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.', and 'If a cohort you are expecting to see does not appear in the menu, please check your testing window in Step 2.' At the bottom right, there are 'Previous' and 'Next' buttons.

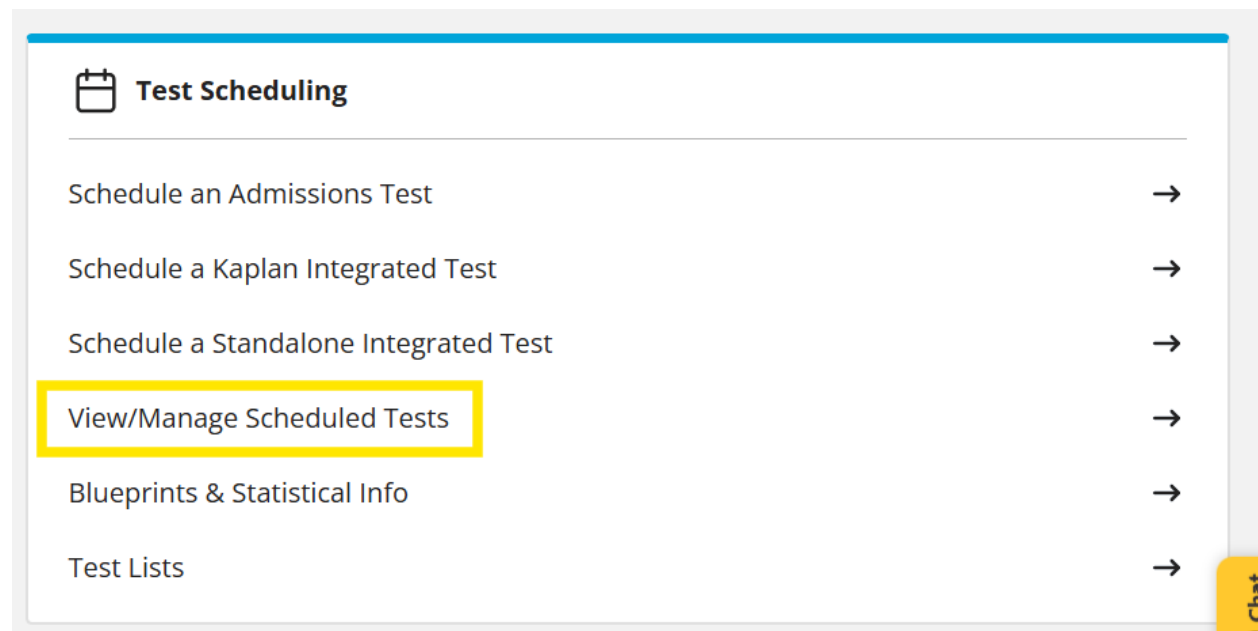
- On the final page, name your testing session and assign a secondary admin if needed. Only you and the secondary administrator will have the ability to make modifications to a testing session you've created. Click Next at the bottom to save the details.

The screenshot shows the 'Add details and review' step in a four-step process. The steps are: 'Choose an assessment' (completed), 'Choose date and time' (completed), 'Add students' (completed), and 'Add details and review' (current step). The 'Add details and review' section has a header 'You're almost done!' and a note '* = required'. The first field is 'Name your testing session *', which is empty. Below it, a note states: '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.' The second field is 'Assign Faculty Member', which has a dropdown menu showing 'Customer Engagement CEM'. Below this field, a note states: 'Both you and the faculty member you assign will be able to make changes to this testing session later if needed.' At the bottom right, there is a 'Next' button.

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.

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]

1
For test security purposes, please ensure the students are present before you confirm their attendance.
X

Search (3 chars, min.)

<input checked="" type="checkbox"/>	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

irming attendance will allow students to start the assessment by entering the password.
n 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

→

→

→

→

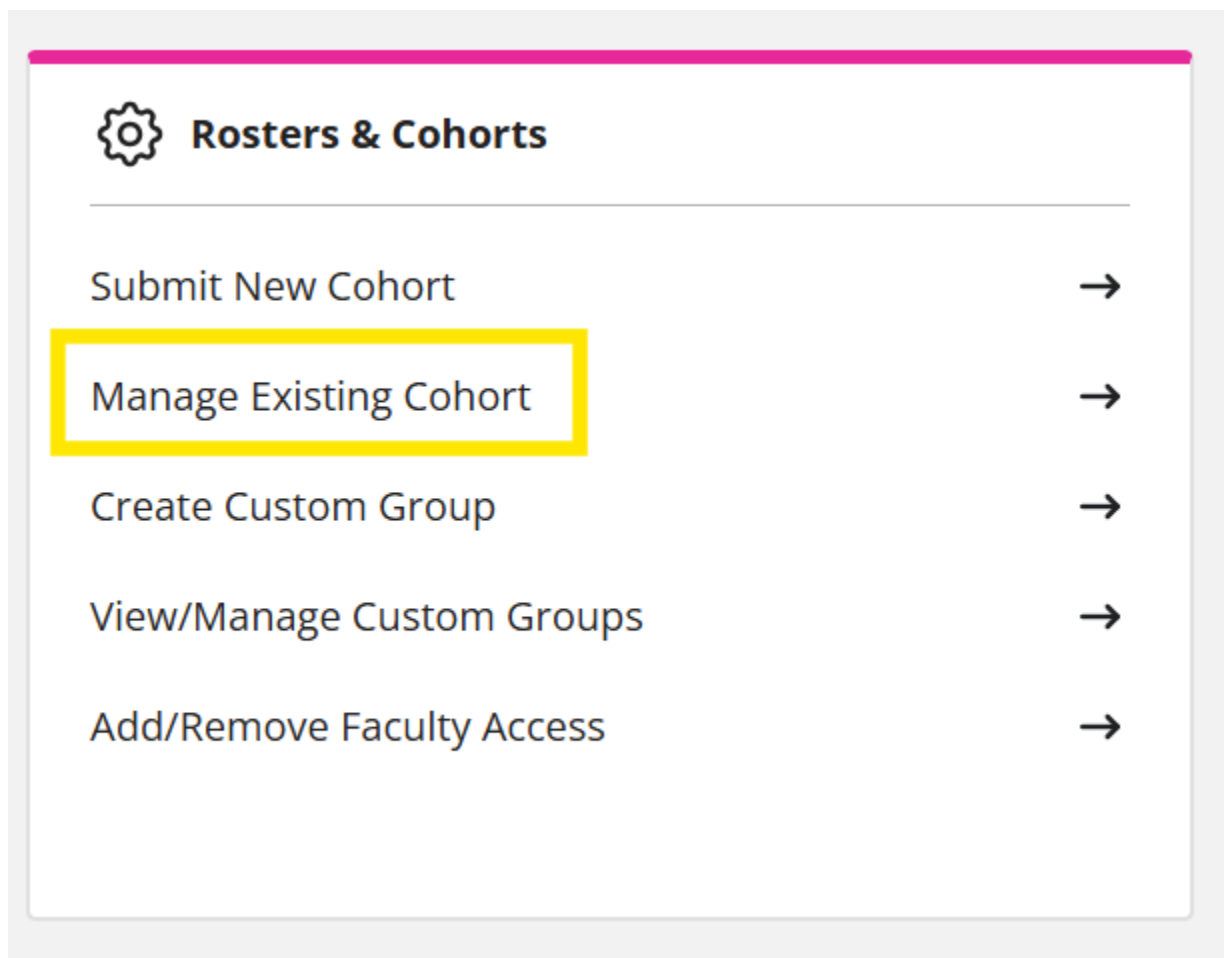
→

[How-To Video: Scheduling Tests for Students](#)

LPN-RN Admissions: Accommodations

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



- 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

Q

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

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

Students in This Cohort [1]

View Kaplan-Enabled Assets

Q

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

- 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

[Request Changes](#) [Add More Students](#) [Add Notes](#)

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


[Next](#)

- 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] [View Kaplan-Enabled Assets](#)

Start typing (min. 3 characters) to search.

[Request changes or updates](#)

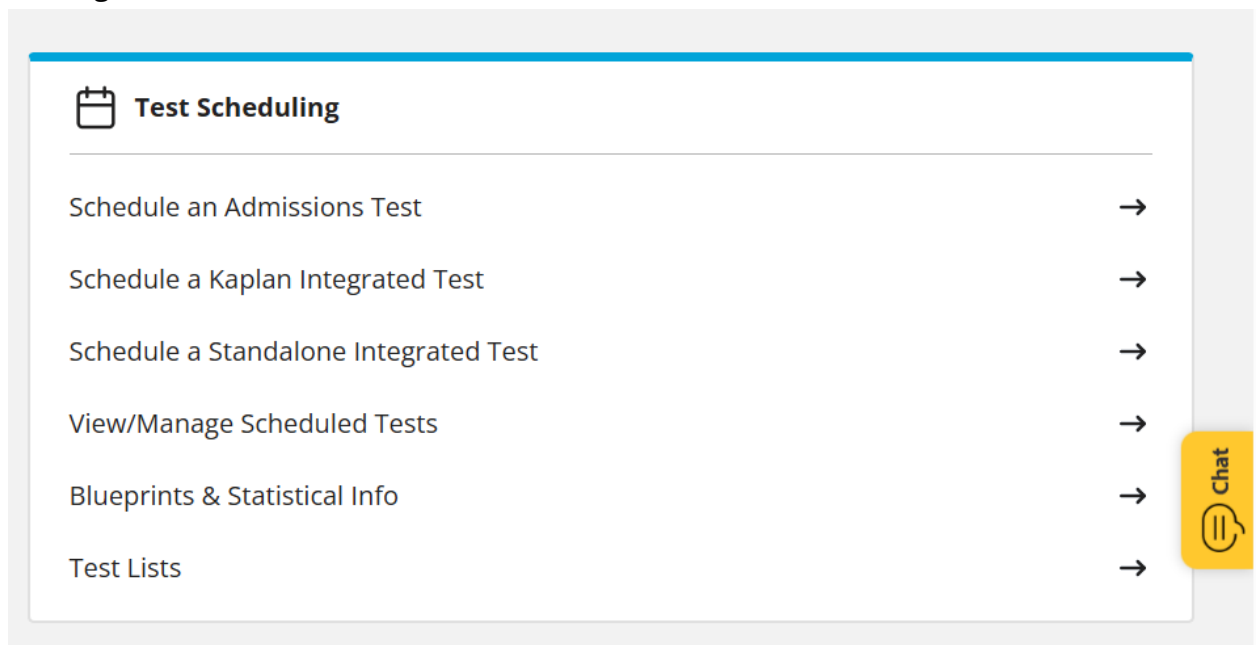
Last Name ↑	First Name	Email	Status	Untimed Tests	Test Dates
Scartozzi ⓘ	Melissa	melissa.scartozzi@kaplan.com	Active	On	View

- 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.

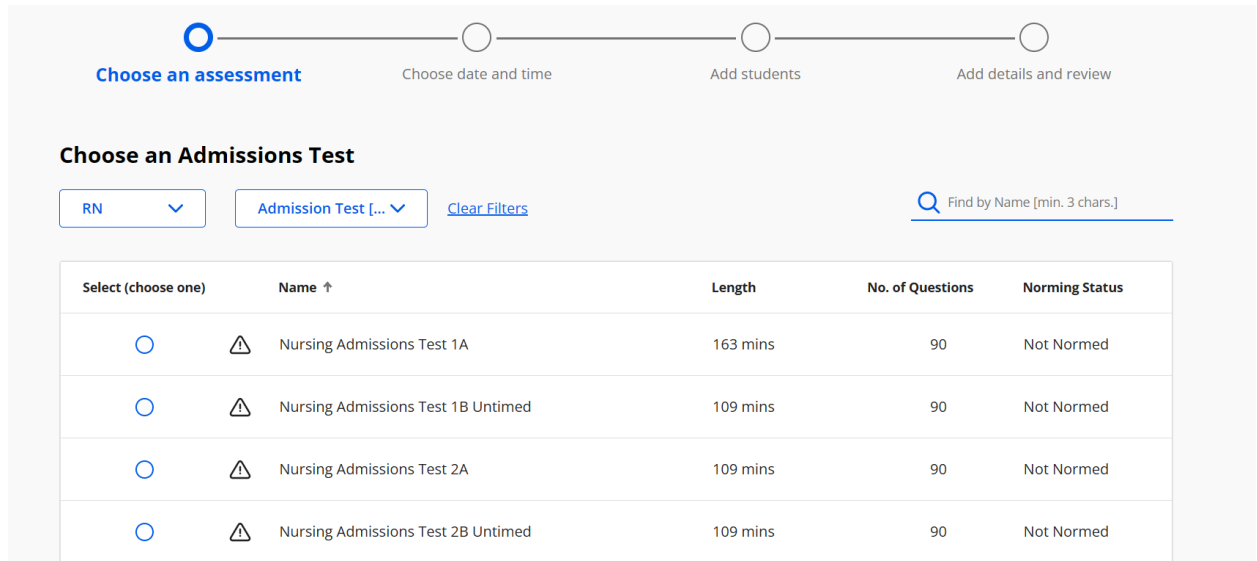
Admissions: Scheduling

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.







Choose an assessment

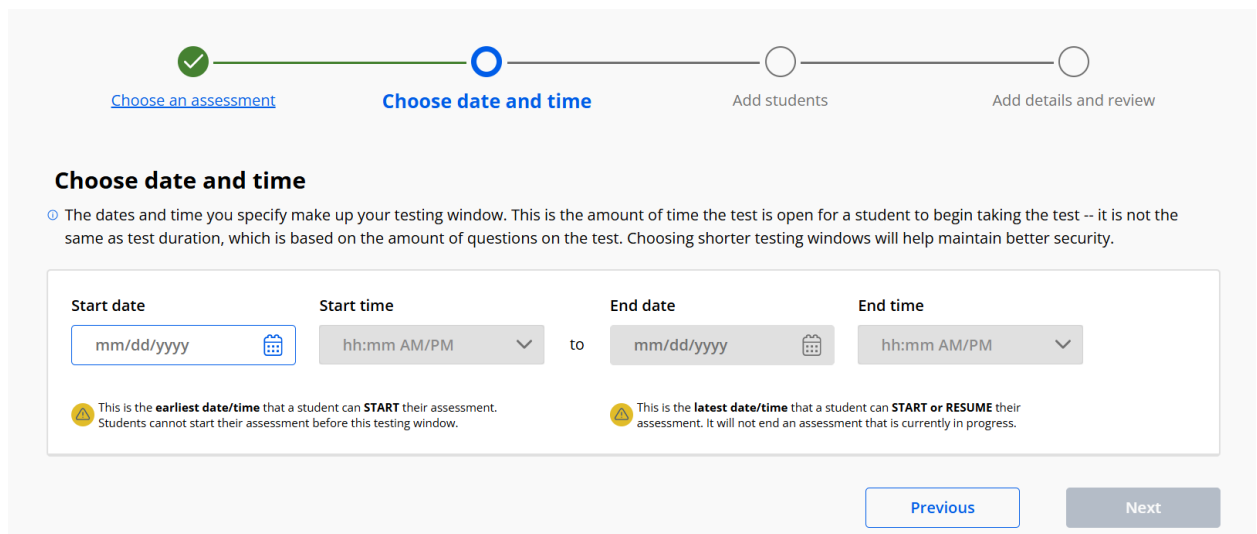
Choose date and time Add students Add details and review

Choose an Admissions Test

RN Admission Test [...]
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

- 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 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 Start time End date End time

mm/dd/yyyy hh:mm AM/PM to mm/dd/yyyy 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

- 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

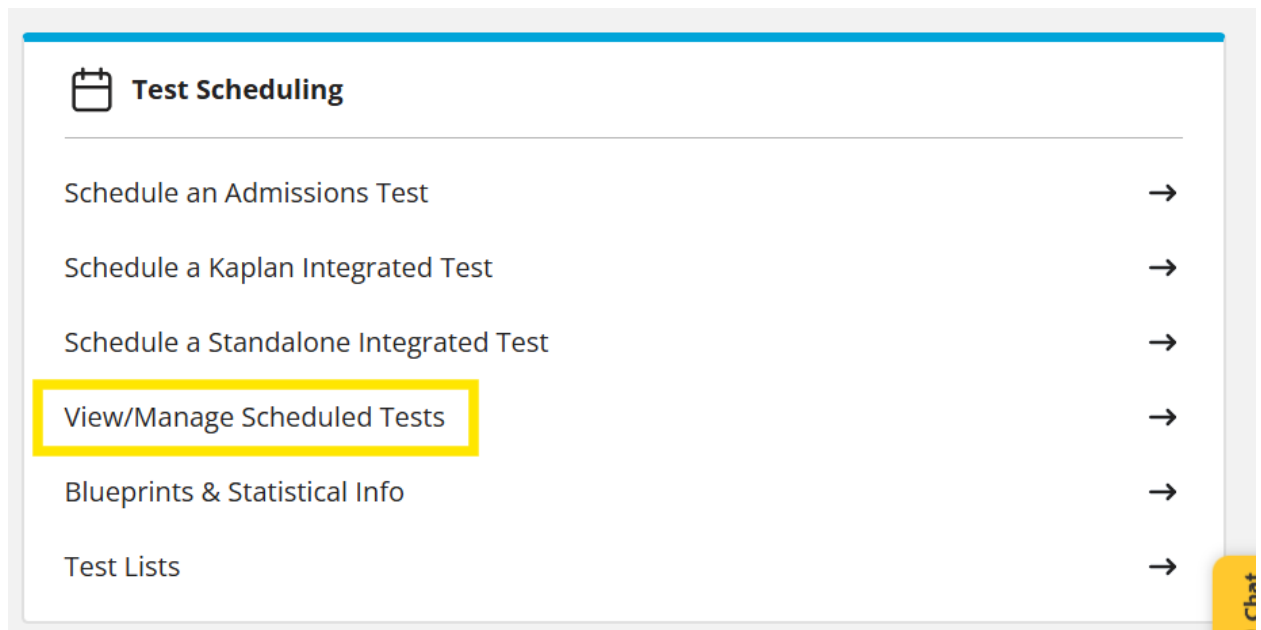
they are taking the same test and will be starting at the same time.

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.

Choose an Admissions Test

[Clear Filters](#)

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. 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](#)