

## INSTRUCTIONS FOR KAPLAN ADMISSION EXAM

**NOTE: The KAPLAN Admissions Exam score is used for screening and ranking of applicants.**

Traditional Program Deadlines:

Spring Admission (January)

Opens: July 1<sup>st</sup>

App Deadline: September 10<sup>th</sup>

Kaplan: September 15<sup>th</sup>

Fall Admission (August)

Opens: February 1<sup>st</sup>

App Deadline: March 25<sup>th</sup>

Kaplan: **April 1<sup>st</sup>**

Accelerated:

Summer Admission (May)

Opens: November 1<sup>st</sup>

App Deadline: January 10<sup>th</sup>

Kaplan: January 15<sup>th</sup>

AIP:

Fall Admission (August)

Opens: **February 1<sup>st</sup>**

App Deadline: March 25<sup>th</sup>

Kaplan: March **April 1<sup>st</sup>**

### Things to remember:

**A completed application must be submitted to be registered to take the Kaplan Entrance Exam. Please submit your Kaplan registration request with your scheduled exam date information after submission of completed application.**

Students may take the Kaplan exam only once per application cycle.

Test taking disability accommodation is allowed for qualified students through the NAU Disability Resource Office. If this type of accommodation on the Kaplan Entrance Exam is warranted, please contact NAU Disability Resource Office at 928-523-8773 or e-mail [DR@nau.edu](mailto:DR@nau.edu). For more information visit their website <https://nau.edu/disability-resources/>. Please submit Disability Resource accommodation requests in a timely manner so approvals can be sent to the School of Nursing. This is necessary to ensure testing can occur before the application deadline.

**The Kaplan Nursing School Entrance Exam consists of 91 questions for a total of 165 minutes**

Section	# of Questions	# of Minutes to Complete
Reading Comprehension	22	45
Writing	21	45
Math	28	45
Science	20	30
<b>Totals</b>	<b>91</b>	<b>165 (2 hours 45 minutes)</b>

To help prepare for the Kaplan Nursing Entrance Exam, we recommend: Kaplan (2020). Nursing School Entrance Exams Prep 2021-2022. ISBN-13: 978-1506255422.

*It is important to schedule the exam in advance, and email your registration request with your scheduled exam information to the School of Nursing at least 5-7 business days before the exam to ensure a registration with your Kaplan username and password is generated in time for your scheduled exam date.*

### **FOR ACCELERATED BSN PROGRAM KAPLAN TESTING:**

#### **ABSN For Students in the Flagstaff Area:**

1. To schedule the Kaplan Admissions exam, see the NAU Testing Center website ([www.nau.edu/testing](http://www.nau.edu/testing)) If you have questions, you may contact the testing center directly at 928-523-7324. Testing is completed by appointment only. **There is a \$50.00 proctor fee that is due at the time of scheduling.**
2. Send a request to register for the Kaplan exam via email to [nursing@nau.edu](mailto:nursing@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link.
  - Complete your registration with your registered NAME (no nicknames) from your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
3. After registration is complete, send an email to [nursing@nau.edu](mailto:nursing@nau.edu). Please indicate your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), the EXAM DATE and TIME,

ADMISSIONS TERM applying for, and that you are taking the exam at the NAU TESTING CENTER or you may send your testing center scheduled receipt. **Please send this 5-7 business days before your exam date.** Print and keep a copy of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.

4. If you have a change in your scheduled test date or time, you will need to make the change with your proctor and send notification to the School of Nursing. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle.

#### **ABS N For Students outside of the Flagstaff Area:**

1. **Call** a testing center in your local area, find out if they have proctoring services and is willing to proctor the exam. Most community colleges and universities have a testing center but do not list that they have proctoring services. You will need to contact them to find out if they have this service. **Be sure to get a valid email address and contact information for the testing center.**
2. Send a request to register for the Kaplan exam via email to [nursing@nau.edu](mailto:nursing@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link.
  - Complete your registration with your registered NAME (no nicknames) from your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
3. After registration is complete, send an email to [nursing@nau.edu](mailto:nursing@nau.edu). Please indicate your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), the EXAM DATE and TIME, ADMISSIONS TERM applying for, and the TESTING CENTER NAME along with the TESTING CENTER EMAIL. **Please send this 5-7 business days before your exam date.** Print and keep a copy of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.
4. If you have a change in your scheduled test date or time, you will need to make the change with your proctor and send notification to the School of Nursing. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle

#### **FOR TRADITIONAL BSN PROGRAM KAPLAN TESTING:**

**Schedule Kaplan exam after SON Application is submitted. Request to registration for a Kaplan exam will not be completed without a completed SON Application. Your application will be verified before registration to test.**

#### **TBSN for Students in the Flagstaff Area:**

1. To schedule the Kaplan Admissions exam, see the NAU Testing Center website ([www.nau.edu/testing](http://www.nau.edu/testing)) If you have questions, you may contact the testing center directly at 928-523-7324. Testing is completed by appointment only. **There is a \$50.00 proctor fee that is due at the time of scheduling.**

2. Send a request to register for the Kaplan exam via email to [nursing@nau.edu](mailto:nursing@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link.
  - Complete your registration with your registered NAME (no nicknames) from your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
3. After registration is complete, send an email to [nursing@nau.edu](mailto:nursing@nau.edu). Please indicate your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), the EXAM DATE and TIME, ADMISSIONS TERM applying for, and that you are taking the exam at the NAU TESTING CENTER or you may send your testing center scheduled receipt. **Please send this 5-7 business days before your exam date.** Print and keep a copy of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.
4. If you have a change in your scheduled test date or time, you will need to make the change with your proctor and send notification to the School of Nursing. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle.

**TBSN for Students in the Tucson Area:**

It is important to schedule the exam in advance to ensure a seat is available. **Walk-ins are not permitted.**

1. Call 520-206-3485 or send an email request to register for the Kaplan exam to [nursing.tucson@nau.edu](mailto:nursing.tucson@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link. Testing is completed by appointment only and there is a \$25.00 proctor fee due at the time of testing.

Scheduled exams will take place at:  
Pima CC Downtown Campus Testing Center  
1255 N. Stone Avenue,  
Tucson, AZ 85709  
Testing Center is Located in Room LB-170

- Complete your registration with your registered NAME (no nicknames) on your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
2. After registration is complete, send an email to [nursing.tucson@nau.edu](mailto:nursing.tucson@nau.edu) or call 520-206-3485 and provide your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), and ADMISSIONS TERM applying for. **Please send this 5-7 business days before your exam date.**
  3. You will be sent a confirmation email with the date and time you are scheduled to test.

4. Print and keep a copy of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.
5. If you have a change in your scheduled test date or time, you will need to make the change with your proctor and send notification to the School of Nursing. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle.

#### **TBSN for Students in the Yuma Area:**

1. NAU Yuma Testing center is the testing center located in the Yuma area that will proctor the Kaplan Admission Exam. NAU-Yuma Testing Center proctors the exam free of charge.
2. You must complete an online nursing application before you can register for the Kaplan Admissions Exam. After your online nursing application has been reviewed you will be emailed instructions and link to register for the Kaplan Admission Exam.
3. NAU Yuma Testing Center requires an appointment, please contact Brandi Daniel at [Nursing.Yuma@nau.edu](mailto:Nursing.Yuma@nau.edu) to schedule your date after you have registered for the Kaplan Admission Exam. Your registration will be verified and then you will receive a testing date.
4. Once a date has been scheduled please send an email to [Nursing.Yuma@nau.edu](mailto:Nursing.Yuma@nau.edu) with ADMISSION EXAM in the subject line. Please indicated your registered name (no nicknames), your NAU student ID#, (7 digital numerical ID), the Kaplan Admission Exam date and admissions term applying for.
5. The proctor WILL NOT administer the Kaplan Admission Exam unless they have received an email from the School of Nursing confirming your test date. You will be required to bring two forms of ID that match your registered name, including at least *one photo ID* to be allowed to take the Kaplan Admission Exam.

#### **TBSN for Students outside the Flagstaff, Tucson or Yuma Area:**

1. Call a testing center in your local area, find out if they have proctoring services and is willing to proctor the exam. Most community colleges and universities have a testing center but do not list that they have proctoring services. You will need to contact them to find out if they have this service. Be sure to get a valid email address and contact information for the testing center.
2. Send a request to register for the Kaplan exam via email to [nursing@nau.edu](mailto:nursing@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link.
  - Complete your registration with your registered NAME (no nicknames) from your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
3. After registration is complete, send an email to [nursing@nau.edu](mailto:nursing@nau.edu). Please indicate your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), the EXAM DATE and TIME, ADMISSIONS TERM applying for, and the TESTING CENTER NAME along with the TESTING CENTER EMAIL. **Please send this 5-7 business days before your exam date.** Print and keep a copy

of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.

4. If you have a change in your scheduled test date or time, you will need to make the change with your proctor and send notification to the School of Nursing. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle.

### **TBSN for Students testing at Good Shepherd Mission - Fort Defiance**

1. Call 928-729-2060 or email [aip.nursing@nau.edu](mailto:aip.nursing@nau.edu) to schedule your exam. You must schedule an exam date and time. They are available by appointment only.
2. Send a request to register for the Kaplan exam via email to [aip.nursing@nau.edu](mailto:aip.nursing@nau.edu) with REGISTRATION REQUEST in the SUBJECT line. Indicate that you would like to register for the Kaplan nursing entrance exam for your ADMISSION TERM. You will be sent registration instructions with the Kaplan registration link.
  - Complete your registration with your registered NAME (no nicknames) from your application.
  - Use your NAU email for your login then create your password. Your login information will not be available to your proctor, so please make sure you write down this information to have available for testing. If you do not have your login information at the time of testing, you will need to reschedule your exam.
3. After registration is complete, send an email to [aip.nursing@nau.edu](mailto:aip.nursing@nau.edu). Please indicate your registered NAME (no nicknames), your NAU student ID# (7 digital numerical ID), the EXAM DATE and TIME, ADMISSIONS TERM applying for, and that you are taking the exam at Good Shepherd Mission. **Please send this 5-7 business days before your exam date.** Print and keep a copy of this confirmation to take with you to the testing center. You will be required to bring two forms of ID that match your registered name, including at least one photo ID in order to take the exam.
4. If you have a change in your scheduled test date or time, you will need to make the change with your proctor. You can only be registered once per testing cycle. If you miss your scheduled test, you will not be able to re-register until the next exam cycle.