Kaplan Nursing Admissions Testing (KNAT) INFORMATION

A. Students seeking admission to the Radford University School of Nursing are required to complete the Kaplan Nursing Admissions Test (KNAT) prior to seeking admission to the School of Nursing. Although a minimum score has not been established, the score on this exam, in addition to the GPA, and all other applicant data, will help the Admissions Committee evaluate each applicant’s ability to successfully complete nursing school.

B. It is intended for students to take this test ONE TIME ONLY. But students may take this test again after 2 years. In order for students to achieve the highest possible score on the KNAT test, the School of Nursing suggests taking the test approximately one month prior to the application deadline so that as much course work as possible is completed prior to testing, but reviewing and studying of the study guide book (below) can be done as early as the student desires.

C. Overview of the Test:
The KNAT is a computer-based test that contains four sections:
1. Reading: 22 questions - 45 minutes
2. Math: 28 questions - 45 minutes
3. Writing: 21 questions - 45 minutes
4. Science: 20 questions - 30 minutes
The KNAT will automatically turn off after 165 minutes.

D. Official Score Results:
At the end of the test, your results will be presented on the computer screen. Please print a copy of your results and submit with your nursing application. It is your responsibility to ensure that your RU School of Nursing application file is completed.

E. Preparing for the Test:
You are encouraged to prepare for the KNAT using an official study publication that is available for purchase at Radford University Bookstore. The title of the text is: Kaplan Nursing School Entrance Exam Seventh Edition: ISBN 13:978-1506207445

F. Testing Delivery Information:
Students will take the KNAT using the Examity online proctoring service. The cost to use this service is $29.00 per student. This fee may be paid by credit card or debit card. The use of this system allows students to test at a time and location that is most convenient to the student. Radford University School of Nursing will not administer the KNAT via any method other than the use of Examity. No exceptions will be made.
Follow these steps:

A. Applicant will go to the attached flyer and follow the link [https://www.kaptest.com/nclex/partner/radford-university](https://www.kaptest.com/nclex/partner/radford-university). Students will create their Kaplan account and enroll in the admissions test.

B. Applicant will also enroll with Examity to take the test while being proctored. Applicants sign up for a test date and time that is convenient for them. The cost for the Kaplan Nursing Admissions Test is Free, (you will be given a promo code to enter so you do not have to pay for the test) but you do have to pay for the Examity proctoring. This fee is $29.00. You will pay Examity directly.

C. You will do everything directly from this site.

D. You will register in advance. Then on the day you have registered to take your test, you will log into your Kaplan account. You will also log into your Examity account and you will have live proctoring while you test. You need to have a photo ID to verify your identity.

E. If you are applying for Fall admission to the Radford Campus: you must complete the KNAT test by the November 15th application deadline.

F. If you are applying for the Spring Admission to the Roanoke Campus: you must complete the KNAT test by the August 1st application deadline.

G. We recommend taking the test during the month before the application deadline so that you have as many college courses completed as possible, but you can take the test anytime. It is intended for the test to be taken only once, but you may take the test again after 2 years have elapsed from the last time you took the test.

You can submit your application to the School of Nursing prior to the application deadline without having taken the KNAT test but please remember when you take the test send the School of Nursing a copy of your scores. It is your responsibility to submit your scores. Your application will be considered incomplete and will not be reviewed by the Admissions, Progression and Graduation Committee for consideration of admission if you do not submit the KNAT test scores by the application deadline. If you cannot print your scores please email Sarah Janney, shjanney@radford.edu and let her know that you cannot print your test scores.

CAS (Center for Accessibility Services) ACCOMMODATIONS:
Students with CAS accommodations are required to notify Dr. Sharla Cooper scooper@radford.edu. The School of Nursing will need your official CAS accommodations to take the test. Accommodation paperwork can be scanned and sent by email to Dr. Sharla Cooper, scooper@radford.edu

You can also mail your CAS accommodation to:
Dr. Sharla Cooper
Associate Professor Undergraduate Programs
Radford University School of Nursing
108 N Jefferson Street, Suite 307M
Roanoke, VA 24016
Office (540) 767-6188
To take the KNAT test with Examity proctoring you will need: a reliable internet connection and functioning webcam and microphone. Most laptops with a camera also have a built in microphone.

1. Access software (PC or Mac)
2. Verify identity - You will be required to take a picture of yourself, as well as a valid Photo ID (school ID, Government issued ID) to verify your identity. You must have a working webcam and microphone to use this system. You may not use headphones of any kind.
3. Take your exam (note-students have access to an online calculator for use during the exam) You may have a piece of blank paper and a pencil but nothing else on the desk top.

H. It is your responsibility to secure a testing location and computer. Radford University and/or the School of Nursing will not provide a location or computer for testing.

Kaplan Nursing Admission Test (KNAT) using Examity Proctoring

A. Objective:
This policy outlines proctoring and examination security expectations for students for online examinations.

B. Standards:
Examinations are important mechanisms for evaluation of student learning. The Radford University School of Nursing program adheres to standards of academic integrity as articulated by the Radford University Standards of Student Conduct, Honor Code and as described in the Student Handbook. Cheating on examinations is contrary to both academic integrity standards and to ethical standards as articulated in the School Conduct Policy.

The KNAT is proctored using Examity live proctoring. Students taking the online KNAT examination are required to use this system. Online KNAT examination will not be available to students unless Examity live proctoring is used.

C. Process:
Examity live proctoring will be used with online KNAT examinations as instructed.

1. Students are required to establish identity following the procedures outlined in the Examity instructions.

2. Students are responsible for self-testing the functionality of the system well in advance of the KNAT exam, so that any troubleshooting that is required can be accomplished.

D. Test Environment Requirements:
The online testing environment should mimic the ‘in class’ testing environment, and must conform to the following:

E. Radford University School of Nursing Rules for testing with Examity
Testing Area:
1. No leaving the room
2. Sit at a clean desk or clean table (not on a bed or couch)
3. Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
4. Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. **You may have one (1) blank piece of paper and a pen or pencil for calculations but you must show this into the camera when scanning the room. You may use the built in calculator on the exam, but not your own.**

5. No writing visible on desk or on walls

6. External cameras, when possible, should be placed on the lid of the laptop or where it will have a constant, uninterrupted view of the test taker

7. No other computers running in the exam room

8. The following should **not** be on your desk or used during your exam:
   - Excel
   - Word
   - PowerPoint
   - Textbooks
   - Websites

9. Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment

10. Do not have a radio, music or the television playing in the background
    Do not talk to anyone else—No communicating with others by any means with the exception of contact with support persons in an emergency. No cell phones are to be used during testing.

11. No other persons except the test-taker should be permitted to enter the room during testing

**Behavior:**

1. **Dress as if in a public setting**

2. **You must not leave the room during the testing period at any time. You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in)**

3. **No use of headsets, headphones, blue tooth, ear buds or ear plugs (or similar audio devices) are permitted.**

4. **Have the web-cam correctly situated: web cam must be focused on individual taking the exam at all times. Nothing covering the lens of the camera at any time during the exam.**

5. **Do not use a phone for any reason. The only exception is to contact support in the event of a technical issue.**

**F. Policy Violation Consequences:**

1. Examity works with a web-camera and microphone either built-in or attached to the computer. A proctor will be viewing you taking the exam but it will also be recorded. You may not wear headphones of any kind. These devices identify the student and capture video and audio throughout the exam and upload it to a secure server. This video will be used for the purpose of establishing if any suspicious activity occurred during the test.

2. Generally, wherever the student chooses to take the exam, everything possible should be done to mimic a traditional proctored exam environment.

3. All exam videos will be reviewed by Examity personnel and videos are then sent to the Associate Director for Undergraduates Programs for further review. If any rule violations are identified, this information will be shared with the Admissions Committee and can result in disciplinary action. Radford University School of Nursing has a zero tolerance policy regarding cheating and will aggressively pursue honors violation charges if it is suspected that a student cheated or received unauthorized help while taking the KNAT test.

4. In general, students are encouraged to treat their personal exam location as if is an in class testing situation.
INSTRUCTIONS TO REGISTER FOR KNAT TEST AND TAKING TEST THROUGH EXAMITY

Link to sign up to register for KNAT test:  https://www.kaptest.com/nclex/partner/radford-university

Link to sign up with Examity:  https://prod.examity.com/kaplan/Radfordlogin.aspx

Sign up with Examity to complete your profile and pick your test date. On test day, sign into your Kaplan account and go back to the link above to start your Examity Proctoring Session.

1. Enroll in the Kaplan Admissions Test by clicking "Add to Cart".

2. Enter the promo code "RADFORD100" to discount the fee to $0.
3. Enter your information below. Under program of interest, select "NCLEX". When finished, click on the Save & Continue button (not pictured).

4. You should receive an email confirmation once enrolled.
Requirements for admission into the School of Nursing are based on requirements in place at the time of application to the BSN Program.

Students currently enrolled or have been enrolled in a nursing program at a university or community college, who have withdrawn from any two nursing courses, earned a grade of “C-” or below in any two nursing courses, or have a combination of one nursing course grade of C- or below and one withdrawal from a nursing course at any nursing program will not be granted admission to the Radford University School of Nursing. The only exception to this policy is withdrawal from a nursing program for documented extenuating circumstances (i.e. medical withdrawal).

Students offered admission to the nursing major, Fall Semester, must earn a grade of “C” or above on pre-requisite courses taken during the Spring Semester. If you earn below a grade of “C” on pre-requisite courses during the Spring Semester your offer of admission can be revoked by the School of Nursing. If your offer of admission is revoked the School of Nursing will notify you by e-mail or phone call. All pre-requisite courses must be completed with a grade of “C” or above before you can start the nursing major.

Students offered admission to the nursing major, Spring Semester, must pass all pre-requisite courses with a grade of “C” or above at the end of the Fall semester. Your offer of admission will be revoked if you do not complete the pre-requisite courses with a grade of “C” or above.

<table>
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<tr>
<th>Fall Semester, Radford Campus</th>
<th>Spring Semester, Roanoke Campus</th>
<th>PRIORITY ADMISSION</th>
<th>ROTC</th>
<th>ATHLETIC – What sport do you play?</th>
<th>OTHER</th>
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RU ID Number __________________________

AS Degree (or will graduate) from __________________________Community College
Confirmed date of graduation or date you will graduate __________________________

☐ I applied to the nursing major for the Fall or Spring 20 ___ Semester and was not offered admission. Circle the semester you applied to the nursing major.

☐ I am submitting my application at this time and will send my KNAT scores when I complete the test.

☐ I have completed the KNAT test and my scores are attached.
PLEASE PRINT OR TYPE:

1. Name

   Last    First    Middle    Maiden

2. Address:

   Number    Street    City    State    Zip Code

3. Phone Number with Area Code    Cell phone Number with Area Code

4. All correspondence and notification of decision regarding admission will be sent by email. Please print your e-mail address: ______________________________. If you are a student at Radford University please use your RU e-mail address.

5. Permanent Address (if different from above) __________________________________________

6. Permanent Phone Number (if different from above) ______________________________

7. Name and Address of Nearest Relative __________________________________________

8. List all schools attended. Include all college(s), technical school or university attended and include Radford University if enrolled. Start with most recent school attended.

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<tr>
<th>Name of Institution</th>
<th>City and State</th>
<th>Date of Entrance</th>
<th>Date of Leaving</th>
<th>Diploma or Degree Received</th>
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9. Have you ever been enrolled in a nursing program including practical nursing? Do not include nursing assistant or CNA.
   YES _________      NO _________

   If Yes, please complete the following:

<table>
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<th>Name of Institution</th>
<th>City and State</th>
<th>Date of Entrance</th>
<th>Date of Leaving</th>
<th>Reason for Leaving</th>
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   Please attach a typed statement regarding reason for leaving the nursing program.

10. If you are an International Student, were you required to take TOEFL or SATI for admission the Radford University?
    YES _________      NO _________

    If Yes, please submit scores as part of the   School of Nursing application
11. I am currently enrolled in the following courses:

<table>
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<th>Course Number and Course Name</th>
<th>Credit Hours</th>
<th>Name of College where enrolled</th>
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12. I plan to complete the core curriculum and pre-requisite requirements as follows. Please refer to the Application Process: Admission to Upper Division Nursing Major. The requirements are attached to the application and on the School of Nursing web site [http://www.radford.edu/nur-web](http://www.radford.edu/nur-web):

<table>
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<tr>
<th>Course Number and Course Name</th>
<th>Credit Hours</th>
<th>Fall, Spring or Summer Semester</th>
<th>Name of College where you plan to take these courses</th>
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13. List any licenses or certifications (e.g. Lifesaving, LPN, etc)

________________________________________________________________________

14. List awards, scholarships or special recognitions earned

________________________________________________________________________

                            ____________________________________________________________________

15. Are you fluent in any other language? If so, what language ________________________________

________________________________________________________________________

16. Do you know sign language? YES ___________________________ NO ___________________________
17. Have you ever been found guilty or pled guilty of any federal, state or other statute or ordinance constituting a felony or misdemeanor? This includes offenses for driving under the influence of drugs and/or alcohol, excluding minor traffic offenses. This includes substance abuse.
Yes ______ No _______

If Yes, explain fully on a separate sheet of paper. Attach a certified copy of the citation and the court order to the School of Nursing application.

Your application can be denied if the criminal background, substance abuse and/or health record is such that you would not be successful in meeting the objectives of the School of Nursing. If you are admitted to the nursing major you will be required to do a criminal background check, drug screening and a health record. If any of these shows issues of concern the results will be shared with the clinical agencies that the School of Nursing uses for clinical. The clinical agencies will determine whether you can come to their agency for clinical. If the clinical agency refuses to allow you in clinical you will be dismissed by the School of Nursing.

18. Have you ever been placed on probation, been charged, accepted responsibility, convicted or found responsible of any violation of the Honor Code or Student Conduct at Radford University or any educational institution?
Yes ______ No _______

If Yes, explain fully on a separate sheet of paper, and attach a certified copy of the citation and resolution to the charge.

19. Read the **Functional and Technical Standards** statement attached to this application. Your signature below indicates you have read and understand what a nursing student must be able to do for safe nursing practice.

20. You may include a letter if you would like to explain or clarify any area of your application that you feel needs further explanation. You may include a one page brief explanation. Areas of concern may be the criminal background charges or convictions, transcripts, attending many schools etc.

I certify the information given by me in this application is true and complete in all respects. I understand any falsification or omission shall be sufficient cause for dismissal from or refusal of admission. By signing this application, I give full access to the School of Nursing to all conduct and academic records held in my name.

_________________________________________  ______________________________
DATE                                               SIGNATURE
FUNCTIONAL AND TECHNICAL STANDARDS

The following serves to notify prospective students of standards for safe nursing practice. It is the student's responsibility to utilize a critical thinking process to assess, implement, and evaluate their ability to learn and fulfill these standards throughout the educational process and the act of professional nursing.

Students seeking academic accommodations under the Americans with Disabilities Act must register with the Center for Accessibility Services (CAS) to determine eligibility. To begin the registration process, complete a Student Registration Form and submit documentation to PO Box 6902, Radford, Virginia 24142, or deliver to the 3rd floor of Russell Hall, by fax to 540-831-6525, or by email to cas@radford.edu (See documentation guidelines). Students qualified for academic accommodations should meet with each course professor during office hours, to review and discuss accommodations. For more information, visit the Center for Accessibility Services website or call 540-831-6350.

A. Assimilate knowledge acquired through lectures, discussion, readings and self-directed studies and effectively apply that knowledge in clinical settings for a variety of client needs and problems.

B. Locate, retrieve, and utilize information from a variety of resources, e.g., electronics, libraries, people, and organizations.

C. Demonstrate the ability to apply basic mathematical skills accurately, including, but not limited to, ratio proportion concepts, use of conversion tables, and calculations of drug dosages and solutions.

D. Comprehend and apply abstract concepts from biological, sociological, and psychological sciences.

E. Organize thoughts to communicate effectively through written documents that are correct in style, grammar, and mechanics.

F. Visual Acuity: Be able to read charts, records, scales, small print, handwritten notations, and detect changes in skin color or condition accurately. Be able to draw up the correct quantity of medication in a syringe, accurately read a syringe, and any other measuring device.

G. Auditory Ability: Demonstrate the ability to distinguish tonal differences and the ability to use the telephone. Included in this policy, but not limited to, is the ability to communicate effectively with patients in English, detect sounds related to bodily functions using a stethoscope, and detect audible alarms generated by mechanical systems used to monitor patients.

H. Distinguish odors, e.g., drugs, solutions, body fluids, smoke, and chemicals.

I. Demonstrate sufficient tactile ability to differentiate changes in sensation, with or without the use of protective gloves, e.g., pulse, temperature, and skin irregularity.

J. Manipulate equipment appropriately to provide nursing care to clients, e.g., syringes, infusion pumps, life support devices, and stethoscopes.

K. Move unassisted from room to room, maneuver in small spaces, and stand for long periods of time. Maintain balance while standing and able to reach below the waist and overhead.
L. Provide a safe and clean environment, and be able to assist others in activities of daily living, e.g., walking, bathing, eating, toileting, transferring, and lifting.

M. Appreciate the diversity of people relative to age, gender, sexual orientation, culture, ethnicity, religion, socioeconomic level, lifestyle, values, and functional ability.

N. Establish interpersonal rapport sufficient to communicate, collaborate, and relate effectively with individuals, families, community groups, and health care professionals.

O. Complete assignments with specified time periods, e.g., technical procedures, health assessments, written work, tests, and client documentation.

P. Perform multiple tasks accurately in rapidly changing situations.

Q. Take responsibility for personal safety in laboratory and clinical environments.

R. Adhere to the School of Nursing dress and professional behavior policy. Must be well-groomed, clean, showered with no perfumes or strongly scented lotions of any kind. Included in this policy, but not limited to, are expectations that hair will be kept up and away from the face, fingernails will be kept short, body art will not be visible, and a maximum of one body piercing (small metal stud only) in each earlobe.

9/08
Revised: December 2017