





Using the ResponseCard NXT





Login to the Test

- 1 After the instructor opens the software and loads the key, press the Enter key  to turn on the device. Wait for the "Welcome" and the "OK" prompts.
- 2 Enter your test version, then press the Enter key .
- 3 Press the **abc** key until the top right of the screen shows **123**.
- 4 When prompted for Your ID, enter the three digit exam # followed by your eight digit Student ID # (NO DASH), then press the Enter key . Verify your exam, version and # of questions.
- 5 Press the Right Function key under **OK**. You are now logged in to the test.

Responding to Multiple Choice Questions

- 1 Press the letter on the keypad that corresponds to your answer choice.
- 2 Press the Right key to move to the next question .


Responding to Fill in the Blank Questions

- 1 Using the keypad, enter the answer text – similar to cell phone style texting.
- 2 Press the Enter key .
- 3 Press the Right key to move on to the next question .

Send an Incomplete Test

- 1 Press the Right Function key underneath **End**.
- 2 The question numbers that have not been answered are displayed on-screen.
- 3 Press the Right Function key again to confirm you want to send the test.
- 4 The test will be saved, sent and received by the test proctor.

Go Directly to a Question

- 1 Press the Left Function key underneath **Go To**.
- 2 Using the keypad, enter the number of the test question you need to answer or change.
- 3 Press the Enter key .

Send a Completed Test

- 1 When all of the test questions have been answered press the Right Function key underneath **End**.
- 2 Press the Right Function key again to confirm you want to send the test.
- 3 The test will be saved, sent and received by the test proctor.