Using the ResponseCard NXT

**Login to the Test**

1. 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 \texttt{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.

**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.

**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.