

The logo for the National League for Nursing (NLN) Testing Services, featuring the letters 'NLN' in a white serif font on a yellow square background.

**National League  
for Nursing**  
Testing Services

# HOW TO SUCCESSFULLY COMPLETE AN NLN EXAM WITH REMOTE PROCTORING

Fall 2020

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# How to use this guide.

This guide provides instruction for individuals testing with remotely. Review the document its entirety to ensure you are ready to test.

If you are required to take the NLN Pre-Admission Exam (PAX) or Nursing Accelerated Chasing Exam (NACE), you will be testing through Exami<sup>®</sup>ty with a live proctor.

If you are required to take another exam title (non-PAX / non-NACE), you will be testing through Proctorio<sup>®</sup>.

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# Device Set-Up

If you are required to take the PAX or NACE with Remote Proctor – Follow instructions for Exami<sup>®</sup> For Technical Support: <https://examity.com/test-takers/>

If you purchased another exam title with Remote Proctor –Follow instructions for Proctorio<sup>®</sup>. For Proctorio Technical Support: <https://proctorio.com/support#faq>

# Examity® System Requirements

## Technical Requirements – Hardware / Software / Internet

### Examity system requirements are:

- Windows Vista or higher. Examity does not support Linux or Chrome OS
  - *The NLN discourages the use of MAC as several MAC users have had technical issues*
- Desktop computer or laptop (tablets, Chromebook and cell phones do not meet our requirements)
- A working built-in or external webcam and microphone
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. **Hot spots are not recommended**
- Browser with pop-up blocker disabled

examity®  
BETTER TEST INTEGRITY.

Examity will ensure your computer is ready.

Webcam  
Ready

Microphone  
Ready

Operating System  
Windows 10  
Ready

Browser  
Chrome  
84.0.4147.105  
Ready

Internet Speed  
Proceed. Speed is acceptable.

It may require up to 60 seconds to verify your internet speed.

Copyright © 2013 - 2020 Examity® All Rights Reserved. | [Email Support](#) | Phone Support: 855-EXAMITY

Chat with an Expert

<https://prod.examity.com/systemcheck/check.aspx>

# Setting Up Your System for NLN Exam through Exami<sup>®</sup>

- **Step 1 Install Questionmark Secure**

- If Questionmark Secure for Windows is already installed, the new installation will replace it (providing it's a later version). When upgrading, the previous version will be removed from your computer.
- To install Questionmark Secure for Windows:
  1. Double-click the installer.
  2. Click **Next**.
  3. Accept the license agreement and click **Next**.
  4. Change the destination folder in which you'd like to install Questionmark Secure or use the default location.
  5. The next step depends on the kind of user you are:

If you're an administrative user, select whether you'd like to install Questionmark Secure for **Anyone who uses this computer** or **Only for me**.

If you're a standard user, **Only for me** is automatically selected.
  6. Click **Next**.
  7. Click **Install**.
  8. Once installation is complete, click **Finish**.

- **Step 2 Real-time Communication Components**

1. Ensure the following are functional and enabled for real-time communication with the exam proctor.
  - A browser with pop-up blocker disabled
  - A built-in or external webcam and microphone
  - Internet speed must be at least 2 Mbps download and 2 Mbps upload.
2. Use the following link to test real-time communication components:
  - [Test real-time communication components and bandwidth](#)
  - The real-time communication with the proctor is accomplished using a Zoom meeting. Zoom is a web conferencing application, and you'll be prompted to install or run it in the process of connecting with the proctor. You don't have to install it ahead of time.

# Proctorio<sup>®</sup> System Requirements

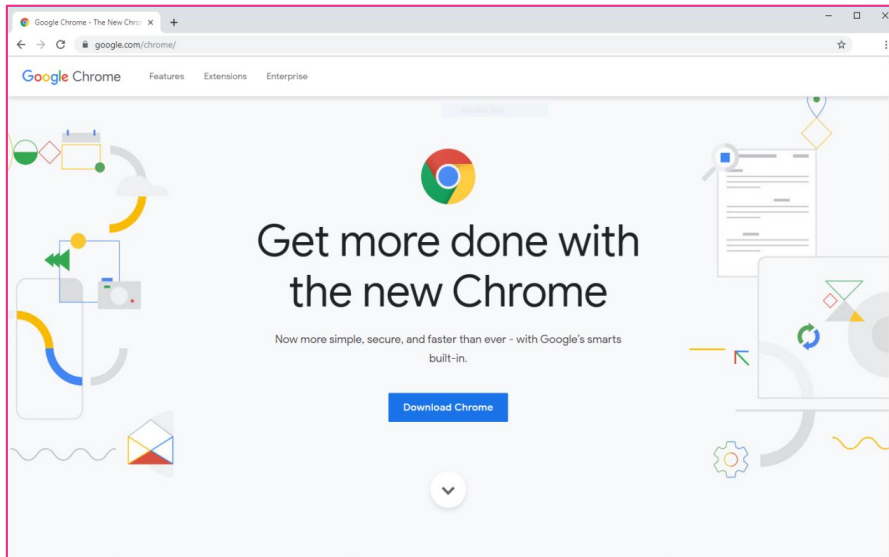
## Technical Requirements – Hardware / Software / Internet

- Proctorio offers a flexible service, which may include recording of video, audio, and screen activity. Test takers are encouraged to use a practice exam to test their system prior to taking an exam.
- Virtual machines and proxy connections will not work.

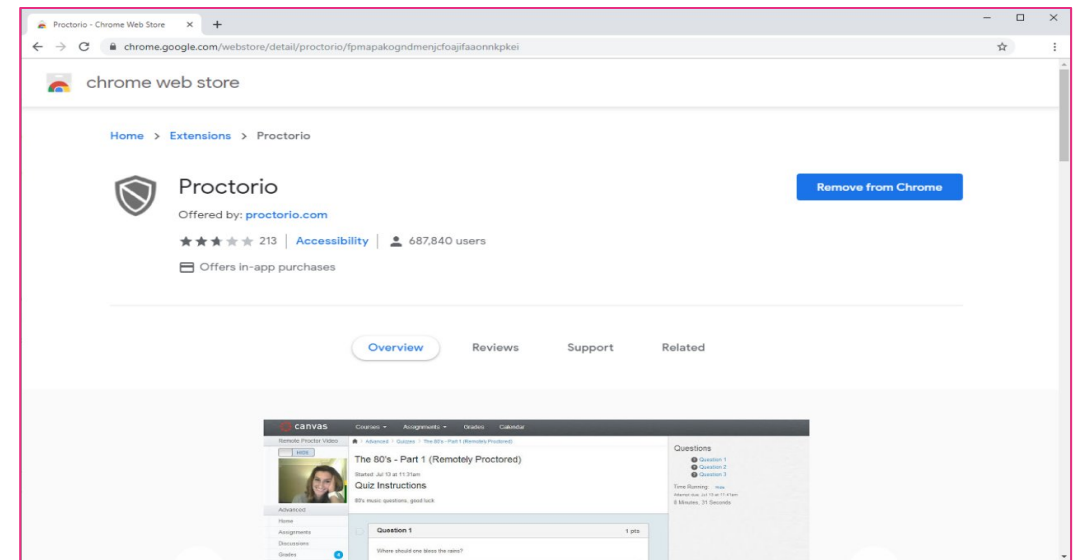
	Windows	Mac	Linux	Chrome OS
<b>Operating System</b>	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
<b>Processor</b>	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
<b>Free Disk Space</b>	250 MB	250 MB	250 MB	250 MB
<b>Free RAM</b>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
<b>Upload Speed</b>	0.092 Mbps - 0.244 Mbps			
<b>Microphone</b>	Any Microphone, either internal or external			
<b>Webcam</b>	320x240 VGA resolution (minimum) internal or external			

# Setting Up Your System for taking an NLN Exam through Proctorio®

- **Step 1 Install Google Chrome**
- When you're ready to take a proctored exam you will need to use Google Chrome with the Proctorio extension. Launch Chrome or [download the browser](#) to your computer.



- **Step 2 Install the Proctorio Session**
- Install the [Proctorio Chrome extension](#). This process is automatic and only needs to be done once. The extension will update automatically.



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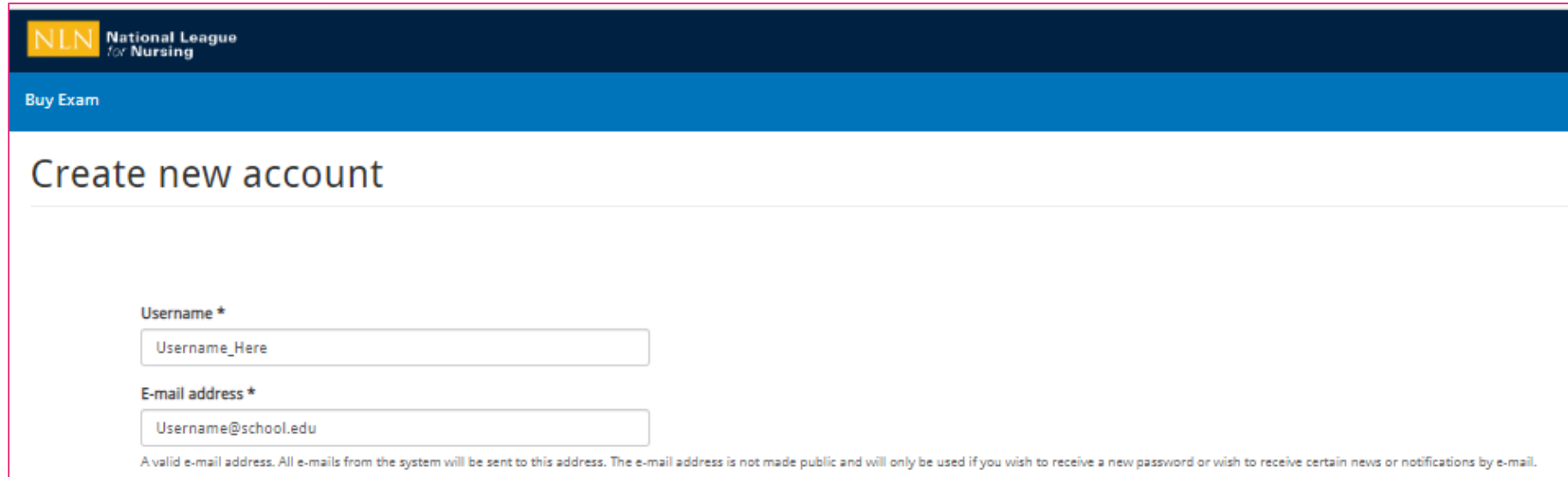
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# CREATE NEW ACCOUNT

- This is a new NLN examination portal. Even if you have taken an NLN examination in the past, you **MUST** create a new account in this portal.
- Once you have created a new account here, use the same account to login in the future. You only need to create one account.
- If you cannot remember your password, click on the "Request new password" tab and enter your email address to reset your password.



# Create new account – Section 1



The screenshot shows the NLN 'Create new account' page. At the top left is the NLN logo and 'National League for Nursing Testing Services'. Below this is a blue navigation bar with 'Buy Exam'. The main heading is 'Create new account'. There are two input fields: 'Username \*' with the placeholder 'Username\_Here' and 'E-mail address \*' with the placeholder 'Username@school.edu'. A small disclaimer at the bottom reads: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

## To begin:

- **Direct your browser to the URL provided by your school.**
  - This is a custom URL limited to creating an account.
  - You will use a different URL after creating your account.
- **On this screen you will create your account in the portal.**
  - Enter a Username and E-mail Address

# Create new account – Section 2

Next:

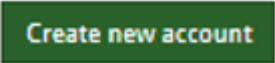
- Enter First Name
- Enter Last Name
- Enter Middle Name (Optional)
- Identify your Gender (Optional)
- Enter Date of Birth
- Enter the information requested by your institution in the Details Field (Your entry will be labeled Details in our database)

The screenshot shows a web form titled "Main" with the following sections:

- First Name \***: A text input field containing the placeholder text "First".
- Last Name \***: A text input field containing the placeholder text "Last".
- Middle Name**: A text input field containing the placeholder text "Optional".
- Gender**: A text input field containing the placeholder text "Optional".
- Date of Birth \***: A section containing three input fields for "Month", "Day", and "Year". The "Month" field contains "01", the "Day" field contains "01", and the "Year" field contains "2001".
- Details**: A text input field containing the placeholder text "Refer to institution instruction (ex. 555 55 5555 55)".

## Create new account – Section 3

Next:

- Enter City
- Enter State
- Enter Phone
- Click 

**Primary Address**

**City \***

  
**State \***

**Phone \***



# New account - Welcome message

**From:** 405669 <no-reply@questionmark.com>  
**Sent:** Tuesday, April 28, 2020 11:32 AM  
**To:** Howard Eisenberg <howard@questionmark.com>  
**Subject:** Account details for howard.m.eisenberg@questionmark.com at NLN Examination Portal

[howard.m.eisenberg@questionmark.com](mailto:howard.m.eisenberg@questionmark.com),

Thank you for registering at 405669. You may now log in by clicking this link or copying and pasting it to your browser:

[https://ondemand.questionmark.com/home/405669/user/reset/523/1588087899/uuYSbNGzXdPy8X\\_VYXWewwSoW825HA64MtcBL-ejXX0](https://ondemand.questionmark.com/home/405669/user/reset/523/1588087899/uuYSbNGzXdPy8X_VYXWewwSoW825HA64MtcBL-ejXX0)

This link can only be used once to log in and will lead you to a page where you can set your password.

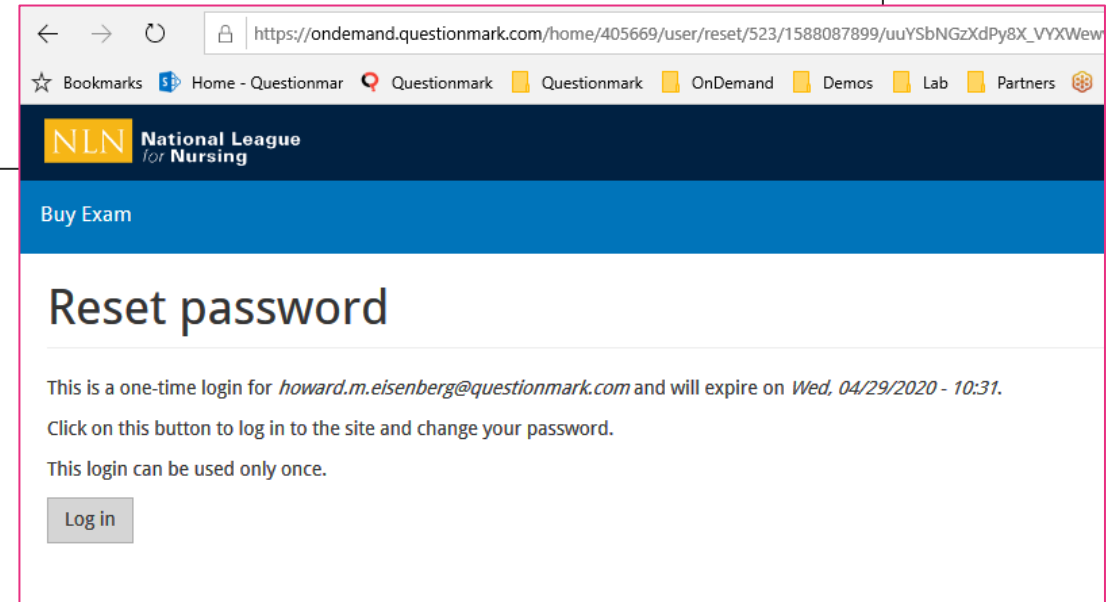
After setting your password, you will be able to log in at <https://ondemand.questionmark.com/home/405669/user> in the future using:

username: [howard.m.eisenberg@questionmark.com](mailto:howard.m.eisenberg@questionmark.com)

password: Your password|

-- NLN Testing team

One-time use link allows student to activate account and reset password.



The password link will expire after 24 hours. To receive a new link, go to [www.nlntest.org](http://www.nlntest.org) and click "Request New Password"

# New account - Reset password and set time zone

My Assessments My Results - Buy Exam Register for Exam

howard.m.eisenberg@questionmark.com

You have just used your one-time login link. It is no longer necessary to use this link to log in. **Please change your password.**

View Edit Orders

Account Main Organization Primary Address Secondary Address Details

E-mail address \*

howard.m.eisenberg@questionmark.com

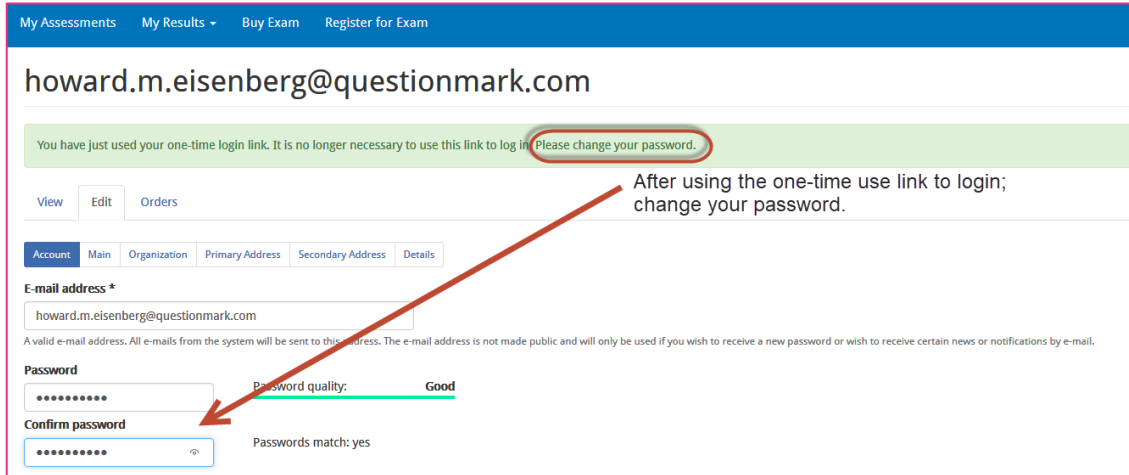
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

..... Password quality: **Good**

Confirm password

..... Passwords match: yes



After using the one-time use link to login; change your password.

Language settings

Language

English

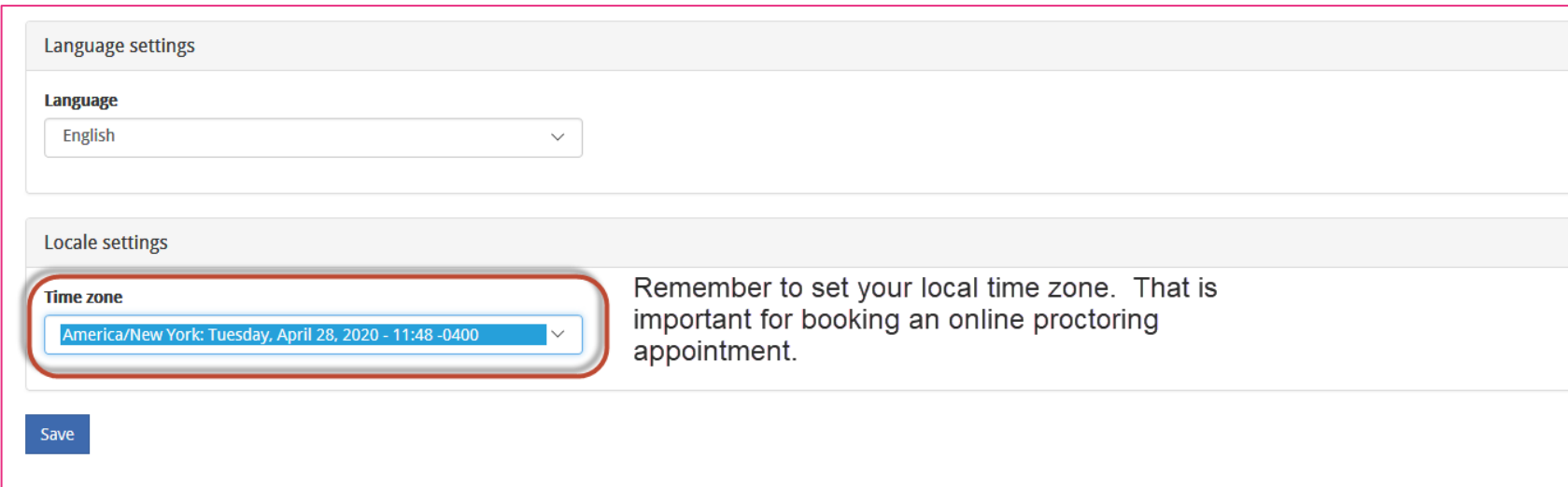
Locale settings

Time zone

America/New York: Tuesday, April 28, 2020 - 11:48 -0400

Remember to set your local time zone. That is important for booking an online proctoring appointment.

Save



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# Buy Exam

Our Test Administration vendor utilizes 2checkout for online purchases. If you need assistance go to : <https://www.2co.com/#contactUs> for the 2checkout Support Center.

Payment Options : Visa / Mastercard / PayPal / Wire Transfer / School Voucher

# Buy Exam – Step 1 - Add to cart

## To Begin:

- Click on **School Products** and select the type of exam your school is requiring
  - PAX – Pre-Admission
  - NACE – Challenge Exams
  - NCLEX – Readiness Exams
  - Achievement – Course Exams
    - Nutrition, A & P, Microbiology, Physical Assessment, etc.

**PAX -EXT require ADA approval**

The screenshot shows a 'Search Catalog' on the left with filters for 'Exam type' (set to 'Exam'), 'SKU Contains', and 'Exam name contains'. Under 'School Products', 'PAX' is selected. The main area displays a grid of exam products:

Product Name	Quantity	Price	Notes
PAX-STD Pre-Admission Exam	1	\$75.00	Type: Exam; Exams: Pre-Admission Exam Verbal; School Products: PAX
PAX-EXT Pre-Admission Exam	1	\$75.00	Type: Exam; Exams: Pre-Admission Exam Verbal; School Products: PAX; <b>Requires ADA approval</b>
NRA NACE Care of the Adult Client	1	\$116.00	Type: Exam; Exams: NACE Care of the Adult; School Products: NACE
NRC NACE Care of the Child	1	\$70.00	Type: Exam; Exams: NACE Care of the Child; School Products: NACE
NRCB NACE Care of the Childbearing Family	1	\$70.00	Type: Exam; Exams: NACE Care of the Childbearing Family; School Products: NACE
NRF NACE Foundations of Nursing	1	\$116.00	Type: Exam; Exams: NACE Foundations of Nursing; School Products: NACE
NRMD NACE Care of the Client with Mental Disorder	1	\$70.00	Type: Exam; Exams: NACE Care of the Client with Mental Disorder; School Products: NACE
NCLEX-RN NCLEX Readiness RN	1	\$45.00	Type: Practice Exam; Exams: NCLEX Readiness RN (Remote Version); School Products: NCLEX



**The Pre-Admission Exam only states Verbal, but this is complete exam . Click to purchase for PAX,**

# Buy Exam – Step 2 - Browse to cart

The screenshot displays the 'Buy Exam' page. At the top, a dark blue navigation bar contains menu items: Authoring, Administration, Reporting, Analytics, Results, and Buy Exam. On the right of this bar, there is a gear icon, a user profile for 'Leanne Furby', and a shopping cart icon with a '2' badge. The main content area is titled 'Buy Exam'. A green notification banner at the top of the content area states 'Pre-Admission Exam added to your cart.' Below this, there are four columns of exam options, each with a title, a 'Quantity' input field set to '1', and an 'Add to cart' button. The columns are: PAX-STD (Pre-Admission Exam), PAX-EXT (Pre-Admission Exam), NRA (NACE Care of the Adult Client), and NRC (NACE Care of the Child). Three blue circular callouts with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the 'Add to cart' button of the first exam. Callout 2 points to the green notification banner. Callout 3 points to the shopping cart icon in the top right corner.

Complete these steps:

1. Click the **Add to Cart** button
2. See Message stating the Exam added to your cart
3. Click on the **Shopping Cart**




# Buy Exam – Step 3 - Checkout

Shopping cart

Product	Price	Quantity	Remove	Total
Pre-Admission Exam	\$75.00	1	<a href="#">Remove</a>	\$75.00

Total: \$75.00

1. Review Quantities & Total, Update Cart if changed and then Click **Checkout**  [Update cart](#) [Checkout](#)

2. Verify and click **Continue to "Next Step"**

Checkout

Shopping cart contents

Product	Price	Quantity	Total
Pre-Admission Exam	\$75.00	1	\$75.00
Order total			\$75.00

Account information  
E-mail address ifurby@nlm.org

Payment  
 Pay with Credit Card via Avangate

Continue to next step or Cancel

Review order

Review your order before continuing.

Shopping cart contents

Product	Price	Quantity	Total
Pre-Admission Exam	\$75.00	1	\$75.00
Order total			\$75.00

Account information  
E-mail address ifurby@nlm.org

Payment  
 Pay with Credit Card via Avangate

Continue to next step or Go back

3. Review order and click **Pay with Credit Card** (even if you have a coupon code, then **Click to Next Step**)

# Continuing to Payment Processor

## How are you paying for the exam?



Schools may pay the cost of your NLN your exam and / or proctor fees and provide you with a Discount Coupon to enter for payment / partial payment.

**OR**

You may be required to pay for the exam (and proctor fees if applicable) yourself with Credit Card, PayPal or Wire Transfer



# Buy Exam – Step 4- Payment Information

If you have a school discount code, enter here

1 Billing Information — 2 Confirmation and Payment — 3 Finish

Products in your shopping cart

Product/Service name	Quantity	Unit price	Value
Pre-Admission Exam - 1.0	1	\$75.00	\$75.00

Discount coupon:

Total price: \$75.00

All payment types (including discount coupon) will require you to complete the Billing Information section in the secure checkout.

Secure Checkout

VISA MasterCard PayPal WIRE TRANSFER

**Billing Information**

Licensed to:  Person  Company

First name\*:

Last name\*:

Address\*:

City\*:

Zip or postal code:

Country\*:

State or province:

Email\*:

Confirm email\*:

**Payment Options**

Billing currency\*:

Card number\*:

Card expiration date\*:

Security code\*:

Card holder name\*:

**Additional Information**

I accept these terms and conditions.\*

# Buy Exam - Place order

1 Billing Information — 2 Confirmation and Payment — 3 Finish

Products in your shopping cart Show price in: \$ USD - United States ...

Product/Service name	Quantity	Unit price	Value
Pre-Admission Exam (Staging QA) - 1.0	1	\$40.00	\$40.00
<b>Discount (NLN Test Voucher)</b>			<b>-\$40.00</b>


Total price: \$0.00

I have a discount coupon

The billing currency is USD (\$)

The total price inclusive of applicable taxes will be displayed before the order is transmitted.

[Back to shopping](#)

Secure Checkout 

**Billing Information**

Licensed to:  Person  Company

First name\*:  ✓

Last name\*:  ✓

Address\*:  ✓

City\*:  ✓

Zip or postal code\*:

Country\*:

State or province\*:


Email\*:  ✓

Confirm email\*:  ✓

**Payment Options**

Billing currency\*:

Order placed for testing purposes



question mark Hotline: +31 88 000 0008 (International)

1 Billing Information — 2 Confirmation and Payment — 3 Finish

**Products/Services**

Product	Price
1 x Pre-Admission Exam (Staging QA) - 1.0	\$40.00
<b>Discount: (NLN Test Voucher)</b>	
	<b>-\$40.00</b>

Total price: \$0.00

The billing currency is USD (\$)

**Billing/Delivery information**

<p><b>Billing address</b> <a href="#">(Edit information)</a></p> <p>Howard Eisenberg 35 Nutmeg Dr Trumbull, Connecticut, 06611 United States of America Email: eisenberg.h@gmail.com Payment method: Payment not required</p>	<p><b>Delivery address</b> <a href="#">(Edit information)</a></p> <p>Howard Eisenberg 35 Nutmeg Dr Trumbull, Connecticut, 06611 United States of America</p>
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Order placed for testing purposes

**Payment**

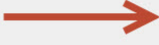
Payment method: Payment not required

If all the information is correct, press the "Place order" button to place the order.

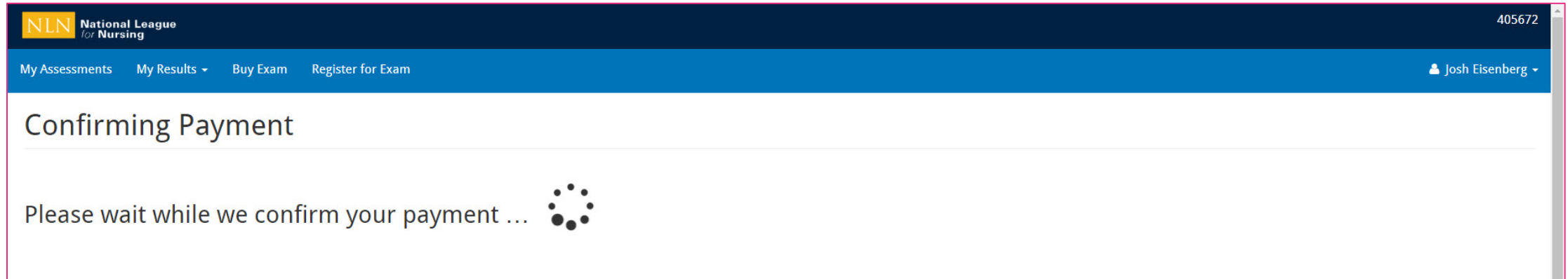
**What will happen after I place my order?**

After placing your order, you will receive an email confirmation and more information regarding the purchased products/services.

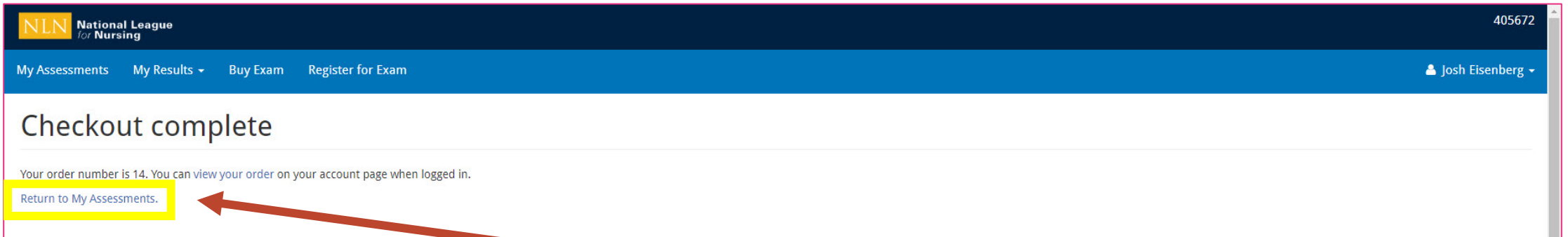
By completing my purchase I confirm that I am over 16 years of age and I agree to the [Terms and Conditions](#).



# Buy Exam - confirm payment; checkout complete



The screenshot shows the NLN website interface. The top navigation bar includes 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam'. The user is logged in as 'Josh Eisenberg'. The main heading is 'Confirming Payment'. Below the heading, the text reads 'Please wait while we confirm your payment ...' followed by a circular loading spinner icon.



The screenshot shows the NLN website interface after checkout. The top navigation bar is the same. The main heading is 'Checkout complete'. Below the heading, the text reads 'Your order number is 14. You can view your order on your account page when logged in.' A yellow box highlights the link 'Return to My Assessments.', and a brown arrow points from this link towards the text below.

Click the **Return to My Assessments** link for next steps.

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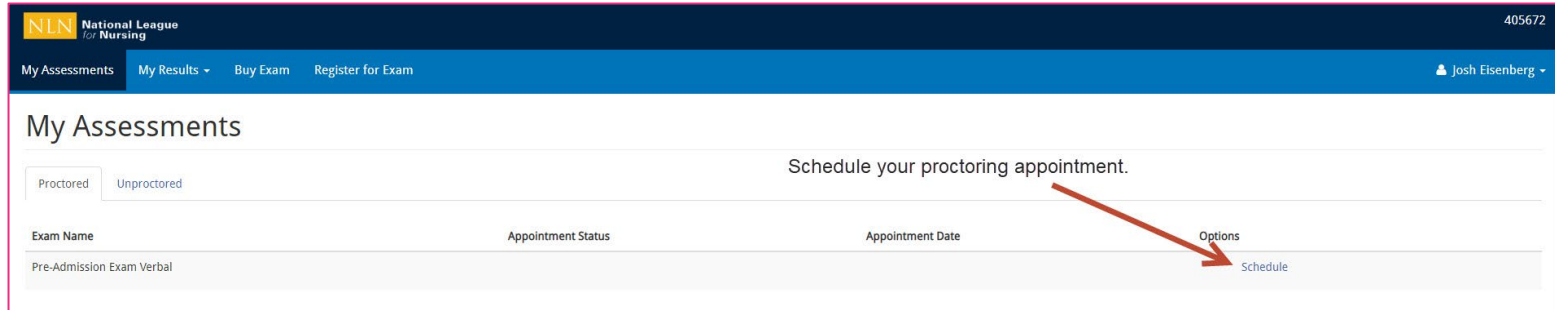
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# Schedule Exam

If you purchased PAX or NACE with Remote Proctor – Now Schedule Your Proctor Appointment with Examiity® For Technical Support: <https://examiity.com/test-takers/>

If you purchased another exam title with Remote Proctor – You may test at any time with Proctorio®. For Proctorio Technical Support: <https://proctorio.com/support#faq>

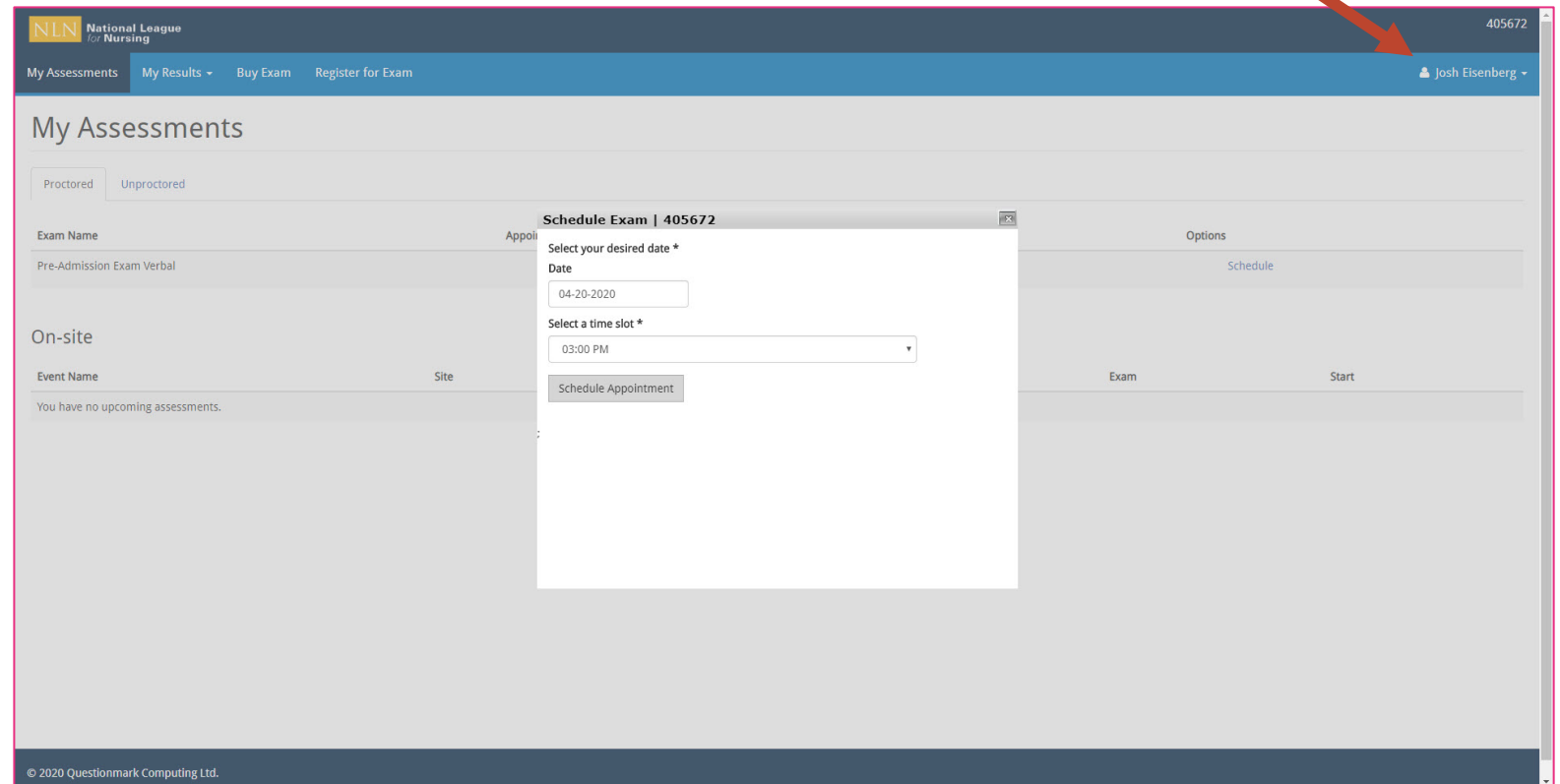
# Schedule Appointment – PAX or NACE with Examity®



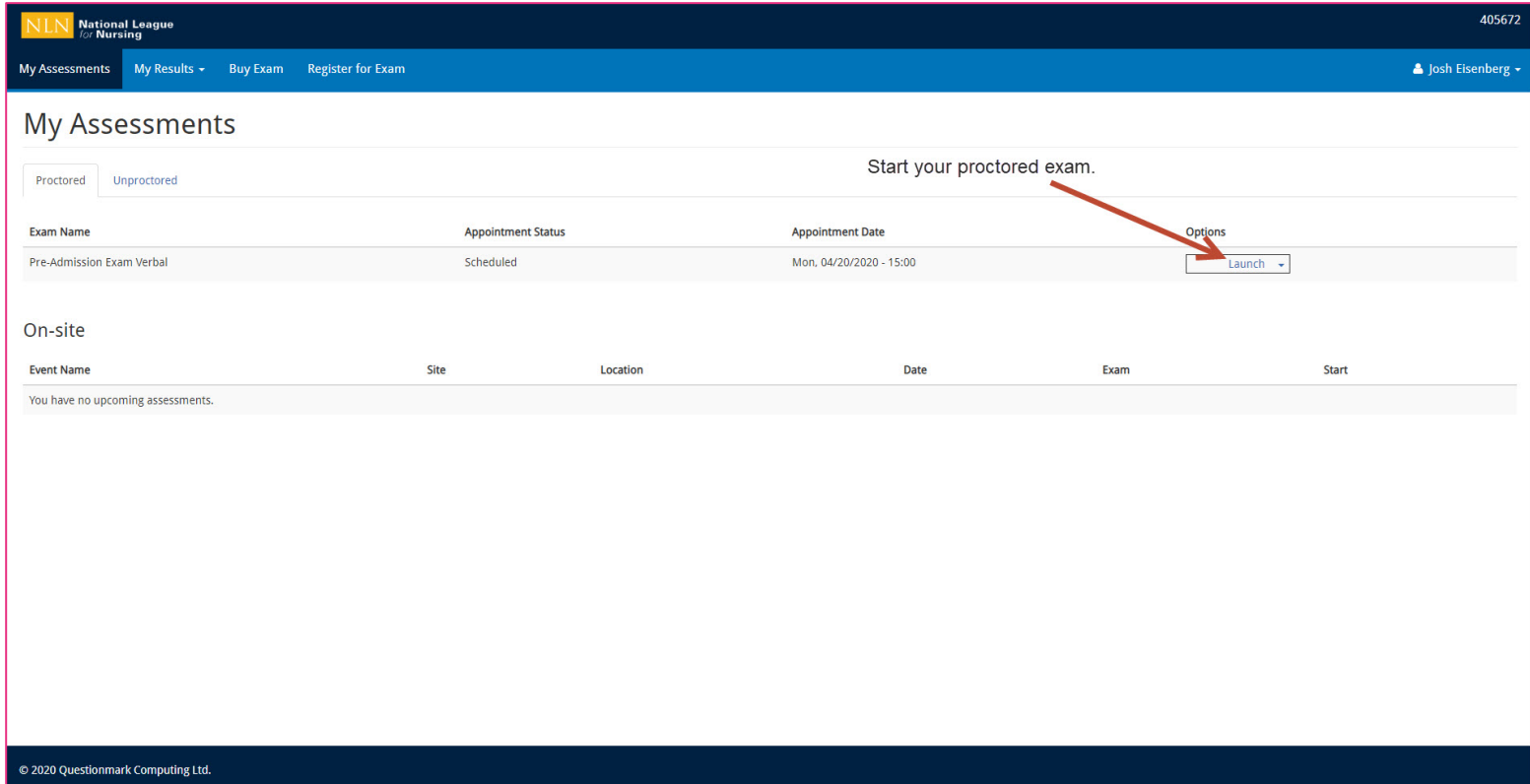
It is critical for students to set the local time zone in the portal prior to booking an appointment. Your Time zone can be accessed from the user menu in the upper, right corner of the screen.

Login to [www.nIntest.org](http://www.nIntest.org)  
And click My Assessments in navigation menu to:

1. Confirm appt. date and time
2. Change appt. date and time
3. Launch the exam



# Start Exam Appointment – PAX or NACE



- At your appointment time
1. Login at [www.nIntest.org](http://www.nIntest.org)
  2. Click on My Assessments Tab
  3. Click **Launch**

The options for the appointment will vary based on the date-time relative to the appointment. Students will see a “Cancel” link prior to the scheduled appointment date-time and may use that link to cancel the appointment. After cancelling the, the authorization will be available again to schedule a new appointment.

On the day of the appointment, the “Launch” link is presented to the student starting 15 minutes before the appointment state time and will remain available for up to 30 minutes past the appointment state time. **NOTE: Your proctor will not join prior to actual appointment time. He or She may be delayed up to 30 minutes before joining . Be patient - if you leave for support, you will lose your appointment and wait longer than 30 minutes to re-join.**



No appointment needed for all non-PAX and NACE exams. Proctorio<sup>®</sup> is Ready when you are ready.

My Assessments					
Proctored Unproctored					
Name	Attempts left	Available from	Available until	Delivery	Actions
Hardware vs Software	5 of 5	9-Apr-2020 07:04	9-May-2020 07:04	Record and Review Proctoring	

Login to [www.nlntest.org](http://www.nlntest.org) and click **My Assessments** in navigation menu. Click the **Unproctored** tab and see your exam ready to begin after System Set-Up.

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# What You Need to Know Prior to Your NLN Remote-Proctored Exam

- Identification Requirements
- Testing Environment / Workspace Requirements
- Standard Rules
- Prior to Launching Exam

# Identification requirements

Candidates are expected to provide the following identification:

- An original, current (valid) ID issued by a city/state/federal government agency.
- Your first and last names must match the name on your NLN testing account you created.
- The photo must be clearly recognizable as you.



## Unacceptable Documents

<ul style="list-style-type: none"> <li>• Bond Receipt or Bail/Bond Card</li> <li>• Business Card</li> <li>• Check Cashing Card</li> <li>• Club/Fraternal Membership Card</li> <li>• College or University ID Card</li> <li>• Commercially produced (non-State or unofficial) ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• DHS Card or documents (Department of Human Services)</li> <li>• Fishing License</li> <li>• HFS Card (Healthcare and Family Services)</li> <li>• Handwritten ID/Employment Card</li> <li>• Hunting License</li> </ul>	<ul style="list-style-type: none"> <li>• Illinois Concealed Carry Card</li> <li>• Illinois FOID Card</li> <li>• Instruction Permit/Receipt</li> <li>• Insurance Card</li> <li>• International Driving Permit</li> <li>• Library Card</li> <li>• Personal Mail</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic Citation (Arrest Ticket)</li> <li>• Unlicensed Financial Institution Loan Papers</li> <li>• Vehicle Registration</li> <li>• Video Club Membership Card</li> <li>• Wallet ID</li> </ul>
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# Testing Environment / Workspace Requirements

- ❑ Candidate must be in a well-lit, quiet, private room.
- ❑ Any doors to the room or closet are to be closed.
- ❑ Candidate must be alone in the room.
- ❑ The table or desk and surrounding area including floor must be clear of any material.
- ❑ Candidate's mobile phone should be turned off and stored away out of sight.
- ❑ Additional monitors are to be turned off and turned away from sight of candidate.
- ❑ Any desk phone is to be disconnected.



## Standard Rules

- You are alone in the room
- Your desk and work area are clear
- You are connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- No talking
- Webcam, speakers, and microphone must remain on throughout the test.
- The proctor must be able to see you for the duration of the test



## Prior to Launching the Exam

To ensure that these requirements are met, proctors will take the following actions before unlocking the exam:

- Conduct 360-degree room scan using the candidate's webcam
- Remind candidates there are **NO** permitted resources
- Review expected behaviors and prohibited behaviors



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# Unacceptable Behaviors and Proctor Responses

- Policies and Procedures to Read and Be Aware
- Examinee Agreements

# Unacceptable Behaviors and Proctor Responses

Description	Standard Response	Time Add/Delete
<b>Candidate speaking aloud during the exam.</b>	Warning provided to the candidate. If talking continues, the exam session may be terminated at the Institution's discretion. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
<b>Candidate looking off screen repeatedly.</b>	Warning provided to the candidate. Additional room scan required if eye movement persists. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
<b>Candidate not alone in the room.</b>	Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution's discretion. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
<b>Candidate interrupted by another person during exam.</b>	Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution's discretion. Incident report created	No time credit to be allowed as this is due to unacceptable exam behavior.
<b>Candidate accessing forbidden items, papers, phone, recording device etc.</b>	Warning provided to the candidate, or the exam session may be terminated immediately at the Institution's discretion. Incident report created	No time credit to be allowed as this is due to unacceptable exam behavior.
<b>Candidate's web cam or audio feed goes out.</b>	Exam will be paused while the issue is being corrected.	Exam time will be credited on a 1 to 1 ratio for the paused time.
<b>Candidate loses connection with the proctor</b>	Exam session will be paused for up to five minutes. Exam time lost will be credited to the exam upon establishing a new connection.	Exam time will be credited on a 1 to 1 ratio for the paused time.



# Examinee Agreements

**NLN requires that all agreements are accepted before allowing the exam to begin.**

- 1 You certify that you are not accepting or utilizing any external help to complete the exam and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
- 2 You agree that you will be held accountable for all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
- 3 You understand that by using any of the features of the NLN web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
- 4 You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.

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# The Test Administration

- Getting Started
- Taking an Assessment

# How to Login to Take an Assessment

To log in to Questionmark to take an assessment:

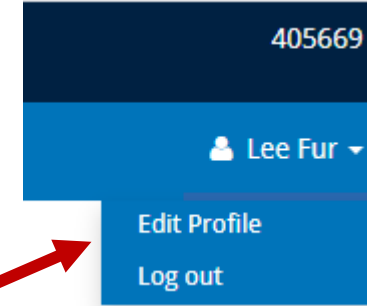
1. Go to Questionmark [www.nlntest.org](http://www.nlntest.org)
2. Enter your username and password.
3. Click **Log in**.

The screenshot shows the NLN National League for Nursing Examination Portal login page. At the top, there is a navigation bar with the NLN logo, the text "National League for Nursing", and a language dropdown menu set to "English" with the number "405669" next to it. Below the navigation bar is a blue banner with the text "Buy Exam". The main content area is titled "User account" and features three tabs: "Create new account", "Log in", and "Request new password". The "Log in" tab is selected. The page displays a welcome message: "Welcome to the National League for Nursing Examination Portal!". Below this, there are two sections: "Students" and "School and Institution Administrators". The "Students" section contains a list of instructions: "This is a new NLN examination portal. Even if you have taken an NLN examination in the past, you MUST create a new account in this portal.", "Remember to select your school affiliation when creating your account.", "Once you have created a new account here, use the same account to login in the future. You only need to create one account.", and "If you cannot remember your password, click on the 'Request new password' tab and enter your email address to reset your password." The "School and Institution Administrators" section contains a note: "The National League for Nursing Customer Service Team will setup your account. Please contact NLN Customer service at 800-732-8656 if you require an account. If you already have an account, login using the form provided. Please **DO NOT** create a new account using the link on this page. Only students should register from this page." On the right side of the page, there is a login form with two input fields: "Username \*" containing the text "the name you created" and "Password \*" containing a masked password "\*\*\*\*\*". Below the password field is a "Log in" button.

# How can I Update My Profile?

To update your NLN profile:

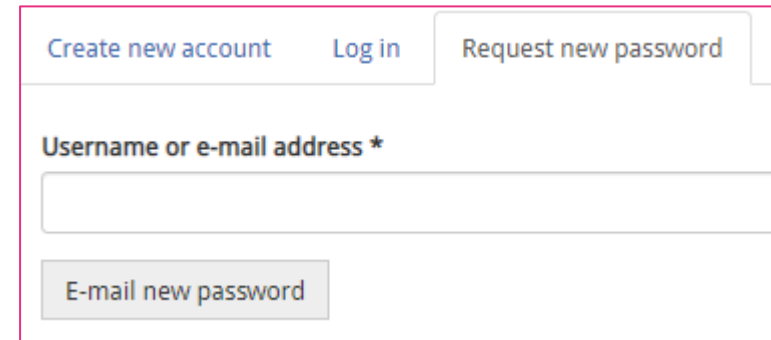
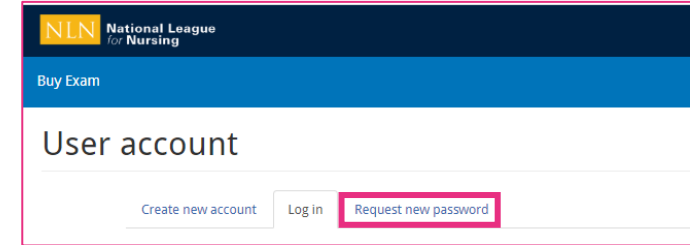
1. Go to Questionmark [www.nlntest.org](http://www.nlntest.org)
2. Click your username in the portal menu, and select **Edit profile**
3. In the **Edit** tab, you can change your password, email address, phone number, time zone, etc.
4. Click to **save** changes.

A screenshot of the 'Edit Profile' form. At the top, there are tabs for 'View', 'Edit', and 'Orders', with 'Edit' selected. Below this are sub-tabs: 'Account', 'Main', 'Organization', 'Primary Address', 'Secondary Address', and 'Details', with 'Account' selected. The form contains several sections: 'Current password' with a masked input field and a note to enter the current password to change email or password; 'E-mail address' with an input field containing 'lmfuryby@QM.edu' and a note about its use; 'Password' and 'Confirm password' fields with a 'Password quality' indicator; 'Email settings' with a 'Plaintext email only' checkbox; 'Language settings' with a 'Language' dropdown set to 'English'; and 'Locale settings' with a 'Time zone' dropdown set to 'America/Chicago: Saturday, August 1, 2020 - 18:04 -0500'. A 'Save' button is at the bottom left.

# How to Reset My Password

To log in to Questionmark to take an assessment:

1. Go to Questionmark [www.nlntest.org](http://www.nlntest.org)
2. Click **Request New Password**
3. Enter your username or email address in the **Username or email address** field.
4. Click **Email new password.**
5. Go to the one-time link in the email sent to you.
6. Click **Log in**
7. Change your password.
8. Click **Save.**



A request to reset the password for your account has been made at 405669.

You may now log in by clicking this link or copying and pasting it to your browser:

[https://urldefense.com/v3/\\_https://ondemand.questionmark.com/home/405669/user/reset/528/1596324313/RtfZdgmLhIMsgKDLVN6urfFamxseoh8TibZIJ9oxSA\\_!!DAxFFaumoJbh!NQpWMGvmb2SEf7x6Lcs5p89qdgr](https://urldefense.com/v3/_https://ondemand.questionmark.com/home/405669/user/reset/528/1596324313/RtfZdgmLhIMsgKDLVN6urfFamxseoh8TibZIJ9oxSA_!!DAxFFaumoJbh!NQpWMGvmb2SEf7x6Lcs5p89qdgr)

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- NLN Testing team

# How to Start an Assessment

To start a Questionmark assessment:

1. Log in to [www.nlntest.org](http://www.nlntest.org)
2. Click **My assessments** to view assessments only.
3. Find the desired assessment and click the start button.

My Assessments

Start your proctored exam.

Proctored Unproctored

Exam Name	Appointment Status	Appointment Date	Options
Pre-Admission Exam Verbal	Scheduled	Mon, 04/20/2020 - 15:00	Launch

On-site

Event Name	Site	Location	Date	Exam	Start
You have no upcoming assessments.					

My Assessments


Proctored Unproctored

Name	Attempts left	Available from	Available until	Delivery	Actions
Hardware vs Software	5 of 5	9-Apr-2020 07:04	9-May-2020 07:04	Record and Review Proctoring	

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# How to Navigate an Assessment

A question-by-question assessment contains questions on separate pages. To move between questions, you can:

- Use the **Next question** and **Previous question** buttons by clicking them (or touching them on a touchscreen) or pressing the spacebar (when selected). If you're viewing the assessment in a window with a small area, the Next and Previous buttons may be replaced by < and > buttons,
- You can also use the **assessment navigator**, to move between questions in an assessment. To do this, open the assessment navigator and use the mouse or keyboard to select the question to which you want to navigate. If you're viewing the assessment in a window with a small area, the assessment navigator button might be replaced by a  symbol.

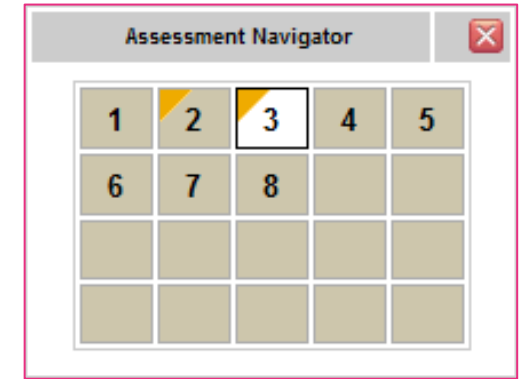
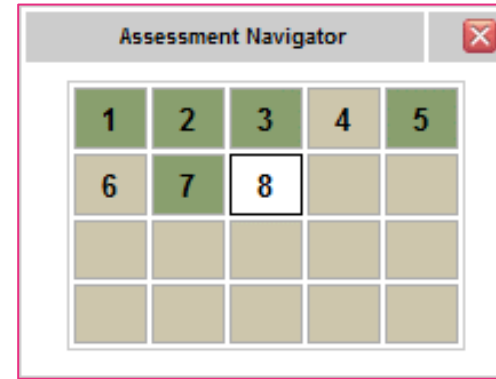
# How to Use the Assessment Navigator

The assessment navigator allows you to select a question in an assessment without having to navigate through questions one at a time.


Click on the **assessment navigator** button to bring up the assessment navigator dialog, where you can scroll through the questions available in an assessment represented as numbers.

If you click on a number in the navigator dialog, it is highlighted in white, and the corresponding assessment question will be displayed.

Once a question has been answered, it will be highlighted in the navigator dialog.



The flagging feature helps you mark a question if you want to return to it later in the assessment.

To flag a question, navigate to the question you want to flag and click the  (Flag this question) button next to the assessment navigator button at the bottom of the assessment. A flagged question can be identified by the yellow triangle next to the corresponding question number in the navigator dialog.



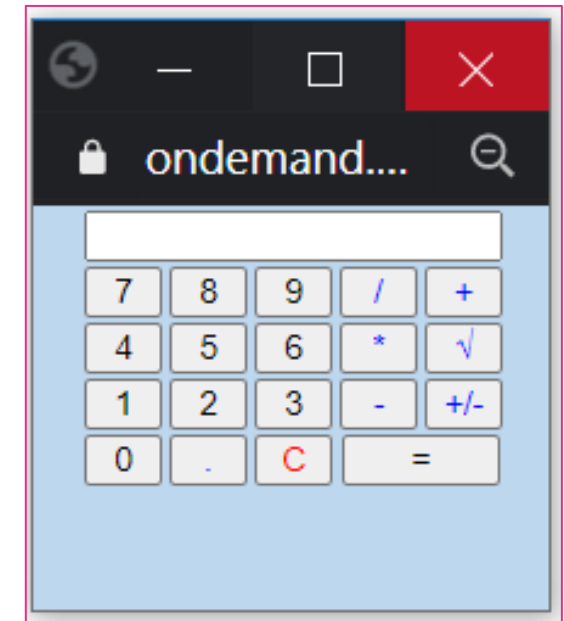
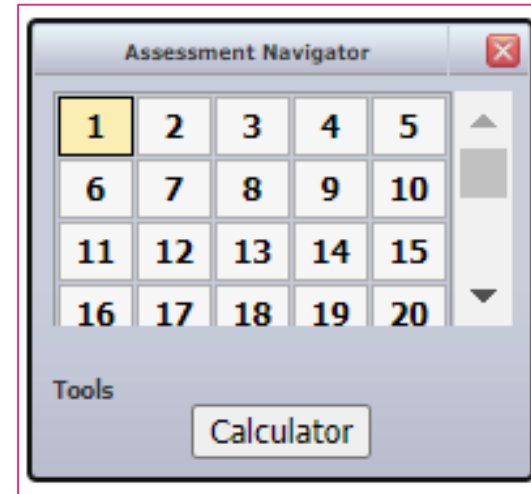
# How to Use the Assessment Navigator - Calculator

The assessment navigator allows you to select other tools that are available during the exam.

Click on the **Assessment Navigator** to see the **Calculator** button. Click on the button to open an on-screen calculator during the exam.

NOTE: You will need to click on the calculator button each time you need to access it.

As soon as you click off the calculator, it will no longer be visible on screen. The Assessment Navigator will remain open until closed.



# Use of a Whiteboard

You are allowed a single whiteboard no larger than 8 1/2 x 11 inches. (The size of a standard sheet of letter paper)

The following rules apply:

- An erasable whiteboard and marker may be used during the exam.
- The whiteboard may not be removed from the testing room during the exam.
- The proctor will confirm the whiteboard is clean on front and back at the start of the exam.
- The test taker must demonstrate the marker is erasable by:
  - writing their name on the board and showing it to proctor
  - erasing his or her name and displaying to proctor again
- If the board does not easily wipe clean, it may not be used during the exam
- The proctor may ask any time during the exam to view the whiteboard.
- The whiteboard may not be used to block screen or camera at any time.
- The whiteboard must remain flat on the desk.
- Writing on any materials other than the whiteboard is strictly prohibited and will result in an incident report and results will be placed on hold.



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# Reports for participants

How to Access Reports

My Dashboard

Understanding the PAX Participant Report

Understanding the Student Coaching Report (non-PAX)

# How to access your Assessment Reports

To log in to Questionmark to view your score:

1. Go to Questionmark [www.nlntest.org](http://www.nlntest.org)
2. Enter your username and password.
3. Click **Log in**.
4. From **My Dashboard** click on **My Results**.
5. For your PAX scores click the **Participant Report**. For all other
6. exams click **Transcript of My Results**

The screenshot displays the NLN Student Reports page. At the top, there is a navigation bar with the NLN logo and the text 'National League for Nursing'. Below this, a blue bar contains the navigation menu: 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam'. The main content area is titled 'My dashboard' and includes sections for 'Important Information for Candidates', 'Sign Up for Your Online Exam', and 'Preparing for Your Online Exam'. A sidebar on the right shows 'My Assessments' with sub-options for 'Proctored' and 'Unproctored', and a note that 'You have no scheduled assessments'. The main content area is titled 'NLN Student Reports' and includes a sub-section for 'NLN Nursing Pre-Admission Exam (PAX) (Delayed Reporting 4 hours)'. Under this sub-section, there are two links: 'Participant Report' and 'Transcript of My Results', both of which are highlighted with a pink box. The 'Participant Report' link is also highlighted with a pink box in the original image.

# My Results Landing Page

**NLN** National League  
for Nursing 4056

My Assessments My Results ▾ Buy Exam Register for Exam Lee Fu

## NLN Student Reports

Click the report links below to view your individual score reports.

### NLN Nursing Pre-Admission Exam (PAX) (Delayed Reporting 4 hours)

The purpose of the Pre-Admission Examination-RN (PAX) is to facilitate admission decisions by providing nurse educators with a standardized instrument to use as a common basis for evaluating the academic ability of applicants to nursing programs. Each school determines the minimum score for their applicants. The NLN does not set a pass/fail, nor minimum score. Please contact your admissions department for more information.

- [Participant Report](#)

### All Other Types of Exams

To report on your results for all other types of products - non-PAX exams - use the link below. This will bring you to a complete transcript of your results, from which you can generate a score report for any result.

- [Transcript of My Results](#)

Click on the link to your assessment report. The NLN does not set a pass/fail score. Your institution will provide additional information regarding:

- Required score
- Repeating the exam
- Your assessment report will be available to access from this account for up to one year.

# Generate PAX Report

1. Select a result/date from the drop-down menu.
2. Select **Run Report**. You will view your report on-screen or export it to PDF.
3. The **Composite Score** is a statistical calculation for the combined three sections.
4. The **Percent Correct** is the number of test items answered correctly / total # of test items.
5. The **SEM (Standard error of measurement)**. A statistical score that indicates the expected average change in your score if you immediately re-tested.
6. The **Percentile Rank** is a comparison your score to the norm sampling group of students.

The screenshot displays the NLN PAX Participant report interface. At the top, there is a navigation bar with links for Administration, My Assessments, My Results, Buy Exam, and Register for Exam. The main heading is "PAX Participant". Below this, there is a breadcrumb trail "NLN Reports / Participant Report". A dropdown menu for "Exam Date" is set to "[2020-04-10] Pre-Admission Exam Verbal", with buttons for "Run Report" and "PDF Export".

The main content area is titled "Pre-Admission Examination Score Report" and includes the following information:

- Name: Tom Gillkison
- ID: tgilkison1
- School: ABC School - Orlando
- Date: 4/10/2020

Below this, there are two sections: "RN Program Applicants" and "PN Program Applicants". Each section contains a summary table and a detailed table of scores.

Composite Score	RN SEM	RN Percentile Rank
92	±6.6	34%

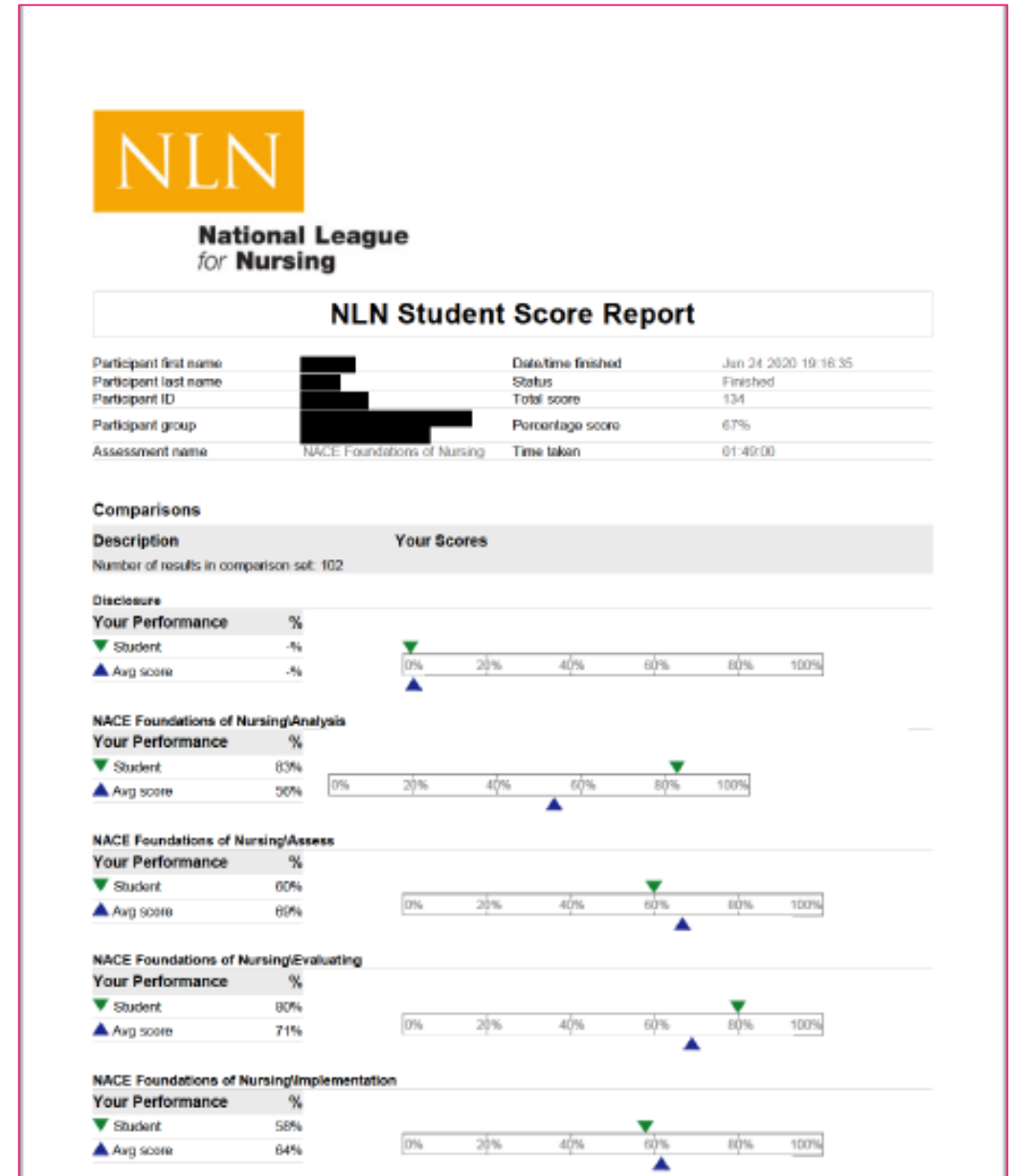
Ability	# of Questions	% Correct	SEM	RN Percentile Rank
Verbal	60	55%	±6%	55
Math	40	45%	±6%	9
Science	60	53%	±6%	51

Composite Score	PN SEM	PN Percentile Rank
92	±6.6	28%

Ability	# of Questions	% Correct	SEM	PN Percentile Rank
Verbal	60	55%	±6%	50
Math	40	45%	±7%	5
Science	60	53%	±6%	61

# Non-PAX Assessment Reports

1. Select a result/date from the drop-down menu.
2. Select **Run Report**. You will view your report on-screen or export it to PDF.
3. The **Total Score** is the number of questions you answered correctly.
4. The **Percentage score** is the number of test items answered correctly / total # of test items.
5. The **Average Score** is used to compare how other students scored on the same exam across the US.



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# Thank you for your attention!

For additional support. Please go to our [NLN Student Support Form](#).

If you are required to take the PAX or NACE with Remote Proctor – Follow instructions for Examiity® For Technical Support: <https://examiity.com/test-takers/>

If you purchased another exam title with Remote Proctor –Follow instructions for Proctorio®. For Proctorio Technical Support: <https://proctorio.com/support#faq>

If you need assistance with the student store and your exam purchase via 2checkout - go to <https://www.2co.com/#contactUs> for the 2checkout Support Center.