

HOW TO SUCCESSFULLY COMPLETE AN NLN EXAM PURCHASED BY PARTICIPANT

with Voucher or Credit Card

Fall 2020

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How to use this guide.

This guide provides instruction for individuals purchasing an NLN Exam(s). 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) remotely (at home), you will be testing through Examity® with a live proctor.

All other onsite (at the school) and remote (at home) proctored exams will be administered through Proctorio[®].



Device Set-Up

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



Proctorio[®] System Requirements

Technical Requirements - Hardware / Software / Internet

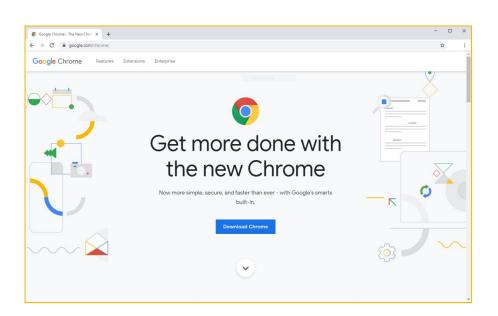
- Proctorio offers a flexible service, which may include recording of video, audio, and screen activity. Test takers
 are encouraged to use a practice exam to test their system prior to taking an exam.
- Virtual machines and proxy connections will not work.

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

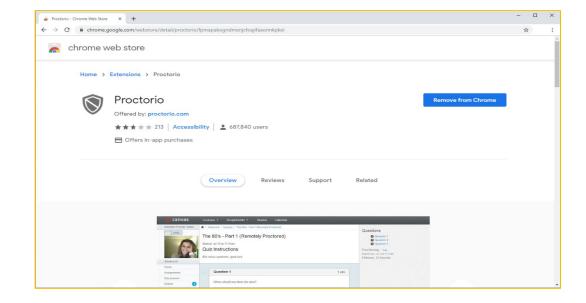


Setting Up Your System for taking an NLN Exam through Proctorio®

- 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 <u>Proctorio Chrome extension</u>. This process is automatic and only needs to be done once. The extension will update automatically.



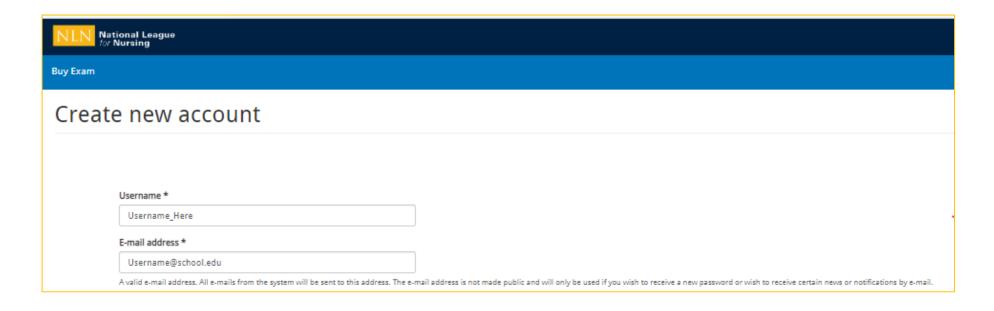


CREATE NEW ACCOUNT

- 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



To begin:

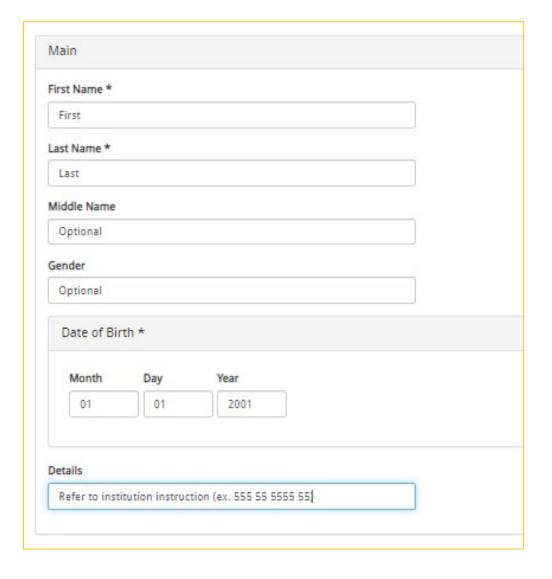
- Direct your browser to the URL provided by your school.
 - This is a custom URL limited to creating an account.
 - o You will use a different URL after creating your account.
- o On this screen you will create your account in the portal.
 - o Enter a Username and E-mail Address



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)

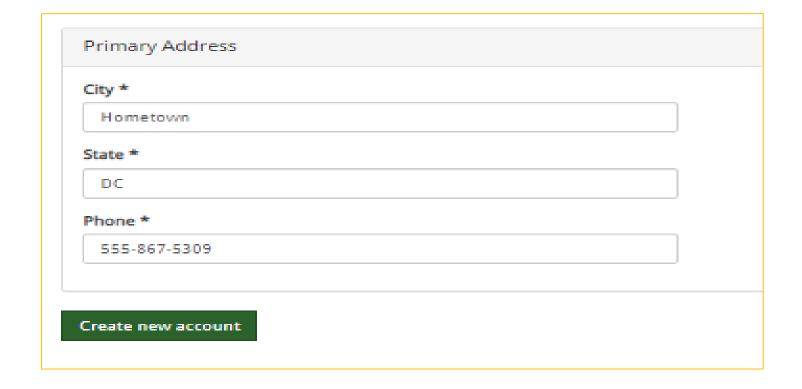




Create new account – Section 3

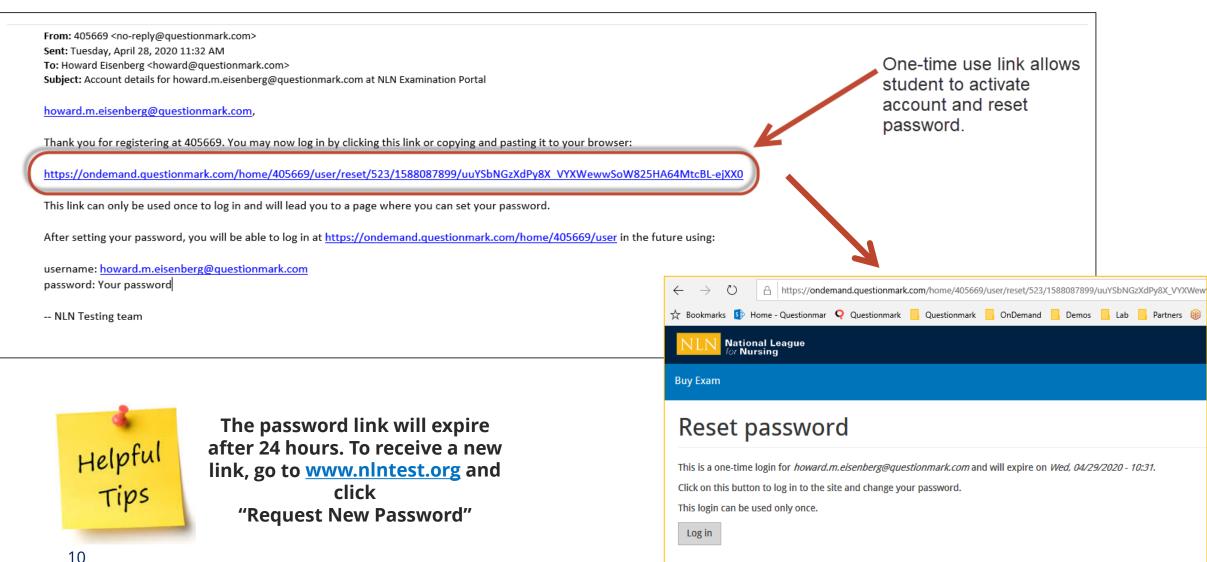
Next:

- Enter City
- Enter State
- Enter Phone



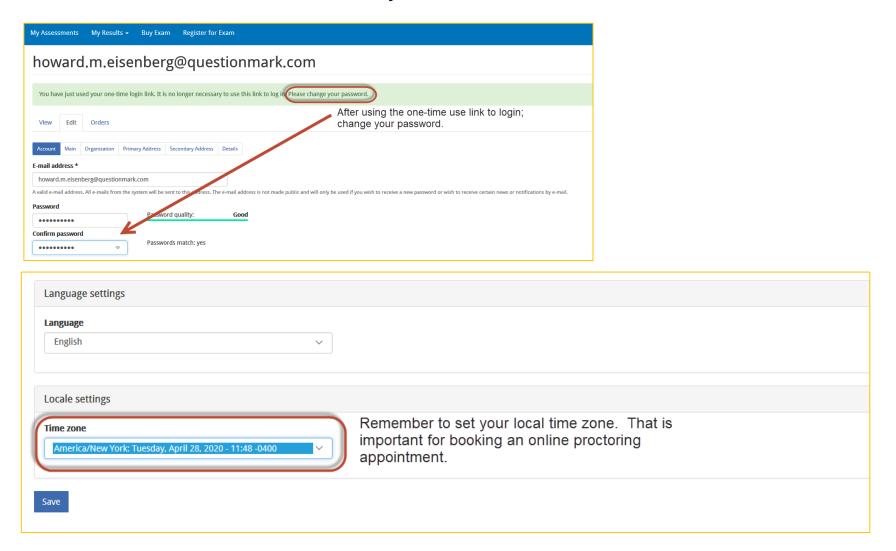


New account - Welcome message





New account - Reset password and set time zone





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.

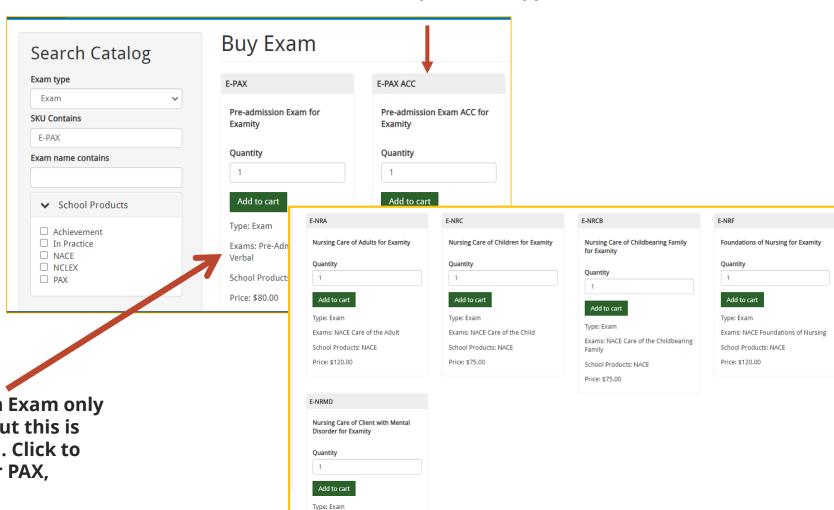
Payment Options: Visa / Mastercard / PayPal / Wire Transfer / School Voucher



Buy Exam – Step 1 - Add to cart

To Begin:

- Click on SKU Contains and type the exam your school is requiring
 - E-PAX Pre-Admission
 - E- N (To display NACE Exams)



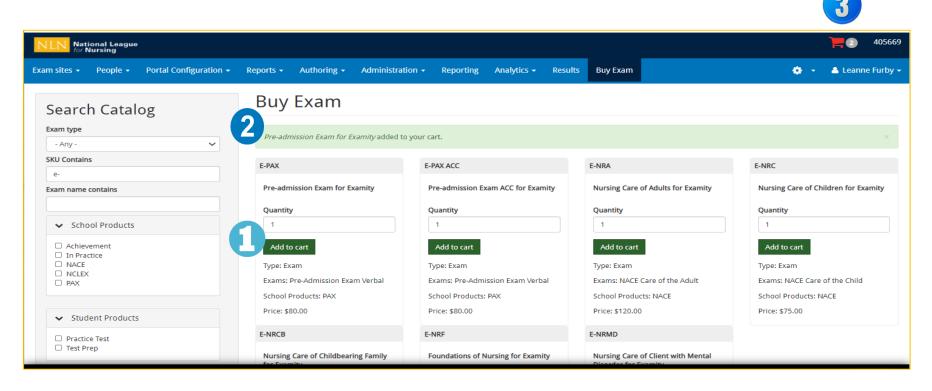
E-PAX ACC require ADA approval



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



Buy Exam – Step 2 - Browse to cart

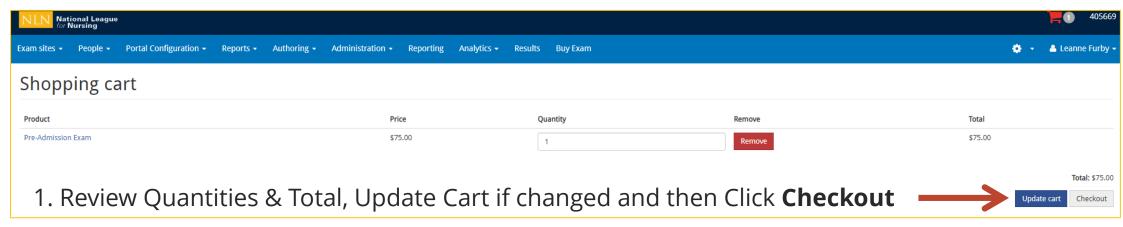


Complete these steps:

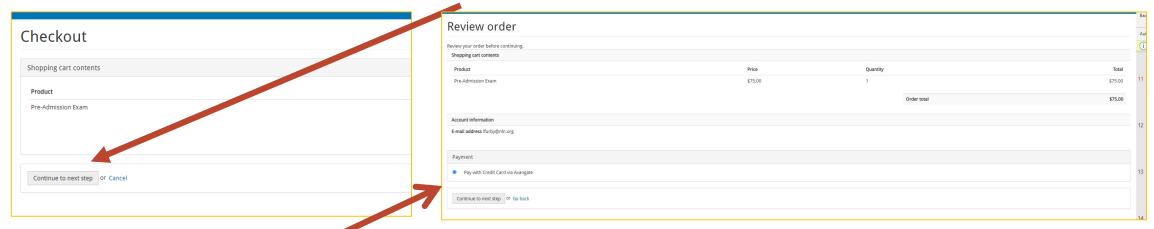
- 1. Click the **Add to Cart** button
- 2. See Message stating the Exam added to your cart
- 3. Click on the **Shopping Cart**



Buy Exam – Step 3 - Checkout



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



3. Review order and click Pay with Credit Card



Continuing to Payment Processor

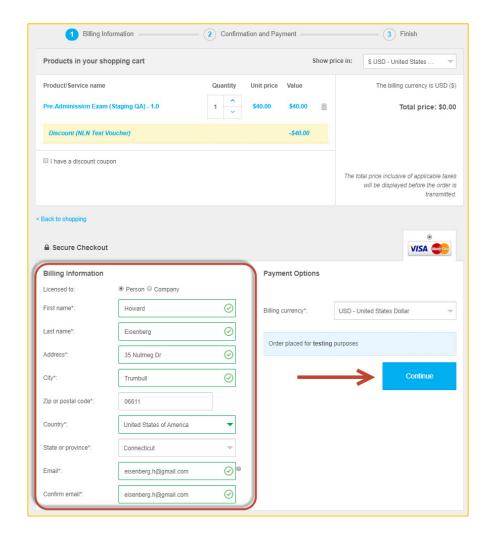
How are you paying for the exam?

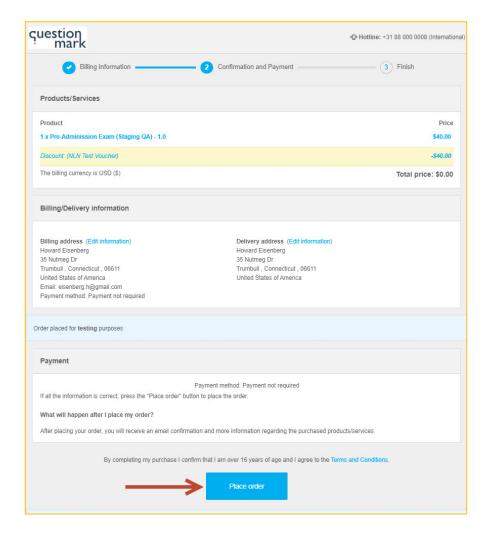


You may pay for the exam with Credit Card, PayPal or Wire Transfer



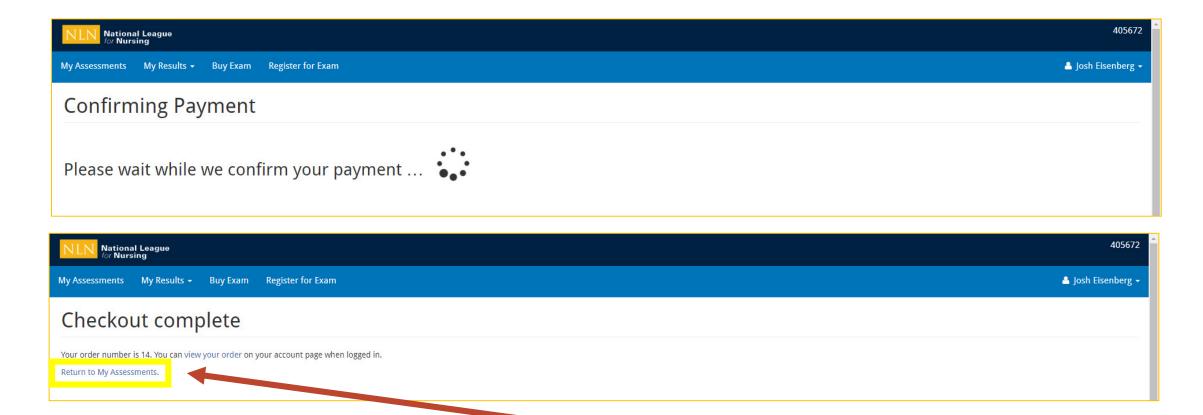
Buy Exam – Step 4 -Place order







Buy Exam - confirm payment; checkout complete



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



Time to Test

If you are required to test onsite, bring your device at the appropriate day and time 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



What You Need to Know Prior to Your NLN 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

- Bond Receipt or Bail/Bond Card
- Business Card
- . Check Cashing Card
- Club/Fraternal Membership Card
- · College or University ID Card
- Commercially produced (non-State or unofficial) ID Card
- DHS Card or documents (Department of Human Services)
- Fishing License
- HFS Card (Healthcare and Family Services)
- Handwritten ID/Employment Card
- Hunting License

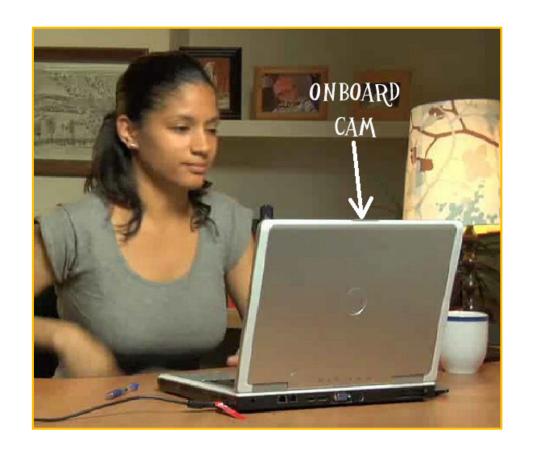
- Illinois Concealed Carry Card
- Illinois FOID Card
- Instruction Permit/Receipt
- Insurance Card
- International Driving Permit
- Library Card
- Personal Mail

- Traffic Citation (Arrest Ticket)
- Unlicensed Financial Institution Loan Papers
- Vehicle Registration
- Video Club Membership Card
- Wallet ID



When Testing from Home: Testing Environment / Workspace Requirements

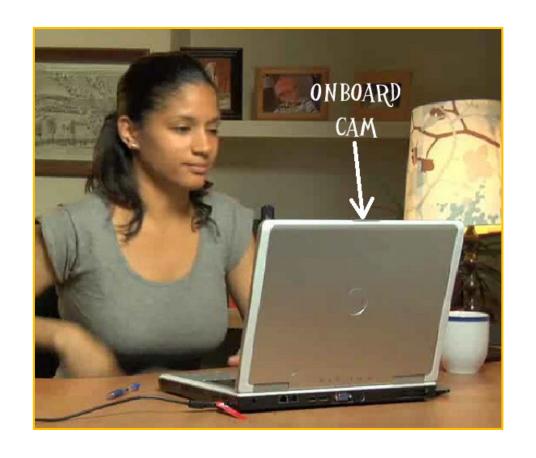
- ☐ Candidate must be in a well-lit, quiet, private room.
- ☐ Any doors to the room or closet are to be closed.
- ☐ Candidate must be alone in the room.
- ☐ The table or desk and surrounding area including floor must be clear of any material.
- ☐ Candidate's mobile phone should be turned off and stored 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.





When Testing from Home: 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





When Testing from Home: 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





Unacceptable Behaviors and Proctor Responses

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



When Testing from Home: Unacceptable Behaviors and Proctor Responses

Description	Standard Response	Time Add/Delete
Candidate speaking aloud during the exam.	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.
Candidate looking off screen repeatedly.	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.
Candidate not alone in the room.	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.
Candidate interrupted by another person during exam.	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.
Candidate accessing forbidden items, papers, phone, recording device etc.	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.
Candidate's web cam or audio feed goes out.	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.
Candidate loses connection with the proctor	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 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.



The Test Administration

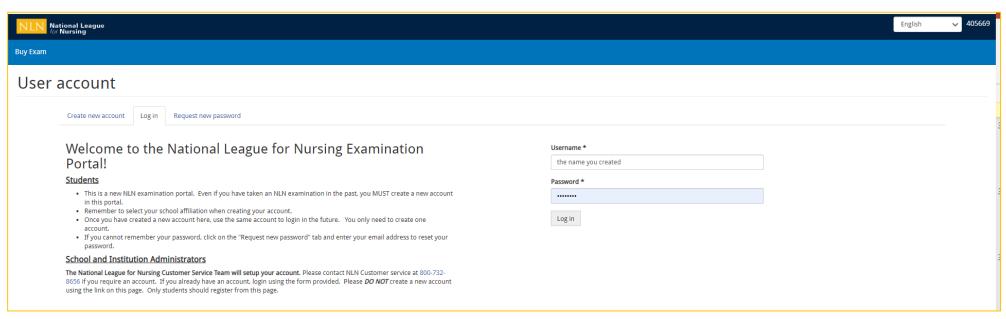
- Getting Started
- Taking an Assessment



How to Login to Take an Assessment

To log in to Questionmark to take an assessment:

- 1. Go to Questionmark www.nlntest.org
- 2. Enter your username and password.
- 3. Click **Log in**.





How can I Update My Profile?

To update your NLN profile:

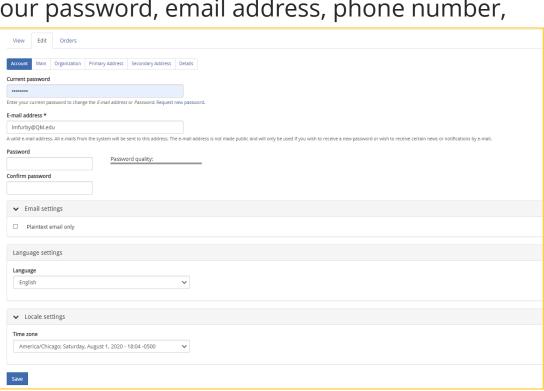
1. Go to Questionmark www.nlntest.org

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.



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Edit Profile

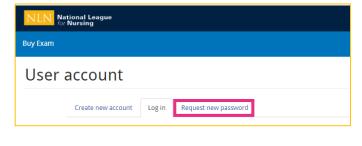
Log out

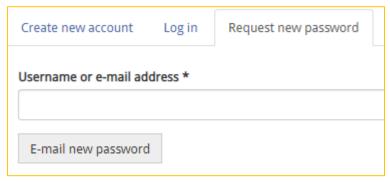


How to Reset My Password

To log in to Questionmark to take an assessment:

- 1. Go to Questionmark 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/RtfZdgmLhlMSgKDLVN6urfFamxseoh8TlbZilJ9oxSA__;!!D AxFFaumoJbh!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.

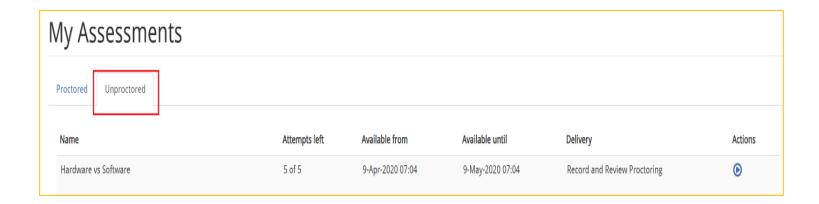
-- NLN Testing team



How to Start an Assessment

To start a Questionmark assessment:

- 1. Log in to www.nlntest.org
- 2. Click **My assessments** to view assessments only.
- 3. Find the desired assessment and click the start button. If testing onsite, wait until instructed by in=person proctor





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.



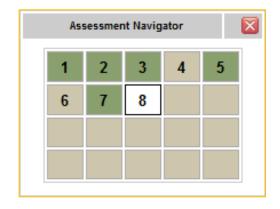
How to Use the Assessment Navigator

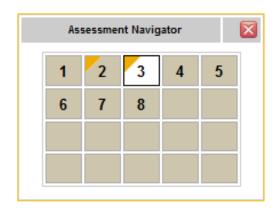
The assessment navigator allows you to select a question in an assessment without having to navigate through questions one at a time.

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.



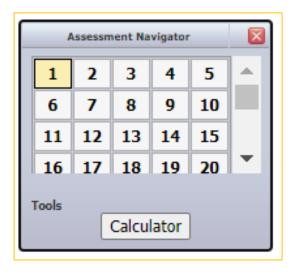
How to Use the Assessment Navigator - Calculator

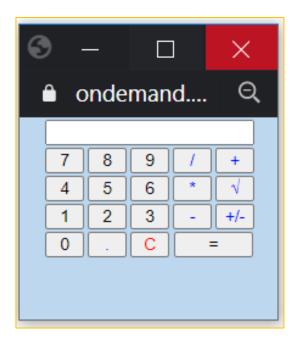
The assessment navigator allows you to select other tools that are available during the exam.

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.

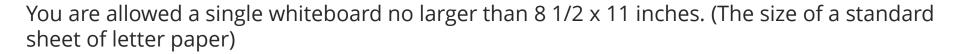
As soon as you click off the calculator, it will no longer be visible on screen. The Assessment Navigator will remain open until closed.







Use of a Whiteboard



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.





Reports for participants

How to Access Reports

My Dashboard

Understanding the PAX Participant Report

Understanding the Student Coaching Report (non-PAX)

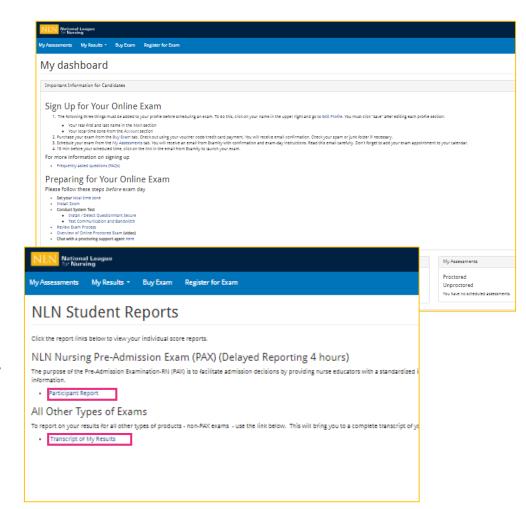


How to access your Assessment Reports

To log in to Questionmark to view your

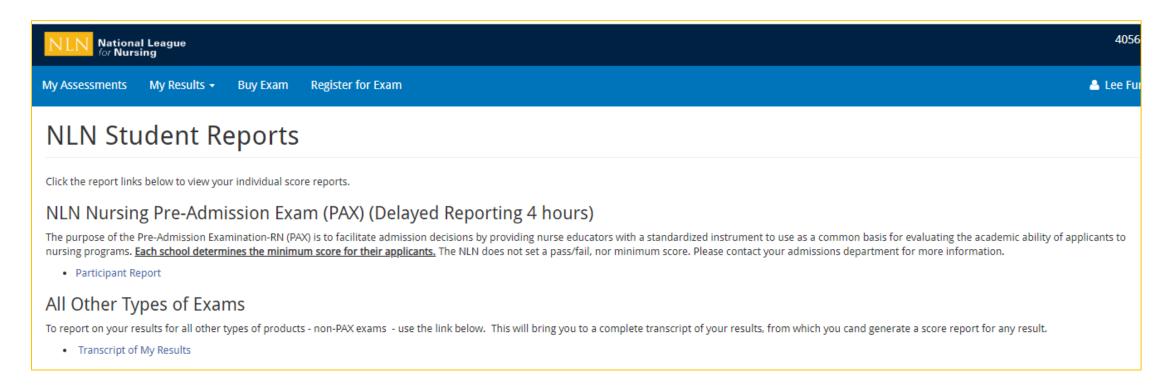
score:

- Go to Questionmark <u>www.nlntest.org</u>
- 2. Enter your username and password.
- 3. Click Log in.
- 4. From **My Dashboard** click on **My** Results.
- For your PAX scores click the Participant Report.
- For all other exams click **Transcript of**My Results





My Results Landing Page



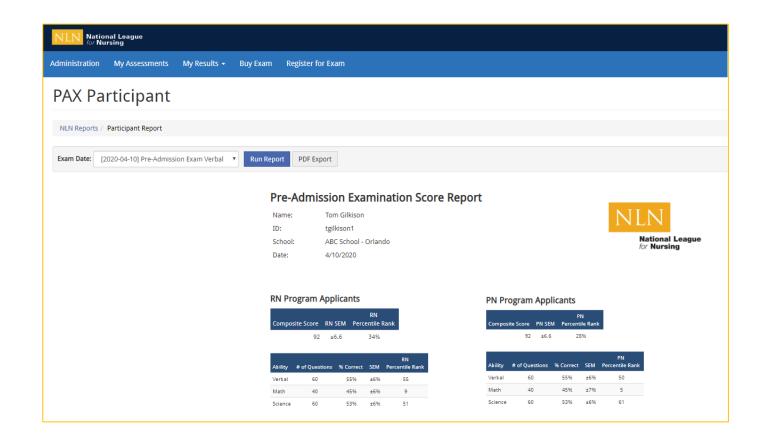
Click on the link to your assessment report. The NLN does not set a pass/fail score. Your institution will provide additional information regarding:

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



Generate PAX Report

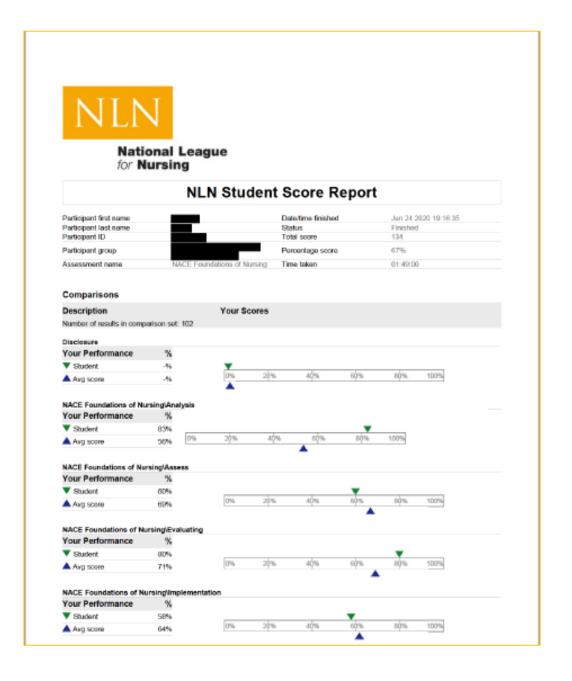
- 1. Select a result/date from the drop-down menu.
- 2. Select **Run Report**. You will view your report on-screen or export it to PDF.
- 3. The **Composite Score** is a statistical calculation for the combined three sections.
- 4. The **Percent Correct** is the number of test items answered correctly / 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.





Non-PAX Assessment Reports

- 1. Select a result/date from the drop-down menu.
- 2. Select **Run Report**. You will view your report onscreen 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.





Thank you for your attention!

For additional support. Please go to our NLN Student Support Form.

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.