



# Student Guide for NLN Testing with Examity

Fall 2020

# User Pay with Onsite or Remote Testing

- Candidate To-Do
  - Review the documentation provided by the school
    - User Guide PDF
    - Word Doc
      - *School URL for account creation*
  - Create an account (School URL) / login after creating an account (www.nlntest.org)
  - Purchase the exam
  - Schedule Exam
    - appts 24/7 no guarantee for specific date/time
  - Complete the exam
  - Review Assessment Report
  - Notify agency



TO: NLN Testing Partners  
 FROM: NLN Testing Services  
 August 2020  
 RE: Recommended text to share with your users via website, email, other

User Purchase in NLN Store	
1.	Read the <b>User Guide</b> pdf document
2.	<b>Create an account</b> for our institution go to <a href="#">Remain at Home</a>
3.	<b>Details</b> alphanumeric field*
4.	Click <b>email link</b> to set up a password
5.	Click <b>Buy Exam:</b> Follow instructions to pay by Credit Card or Coupon
6.	<b>Click My Assessments</b> Click Active exam to Begin

\* **Details Field**- When creating a student account, there is a field called "Details" This field allows examinees to enter a unique identifier for export to student management system.

**Special Notes:**

[i.e., minimum score, deadline to submit score, # of attempts allowed. For immediate assistance see the PDF or video for technical support information. You may also complete this [form](#) to receive assistance from the NLN]





# Device Set-Up

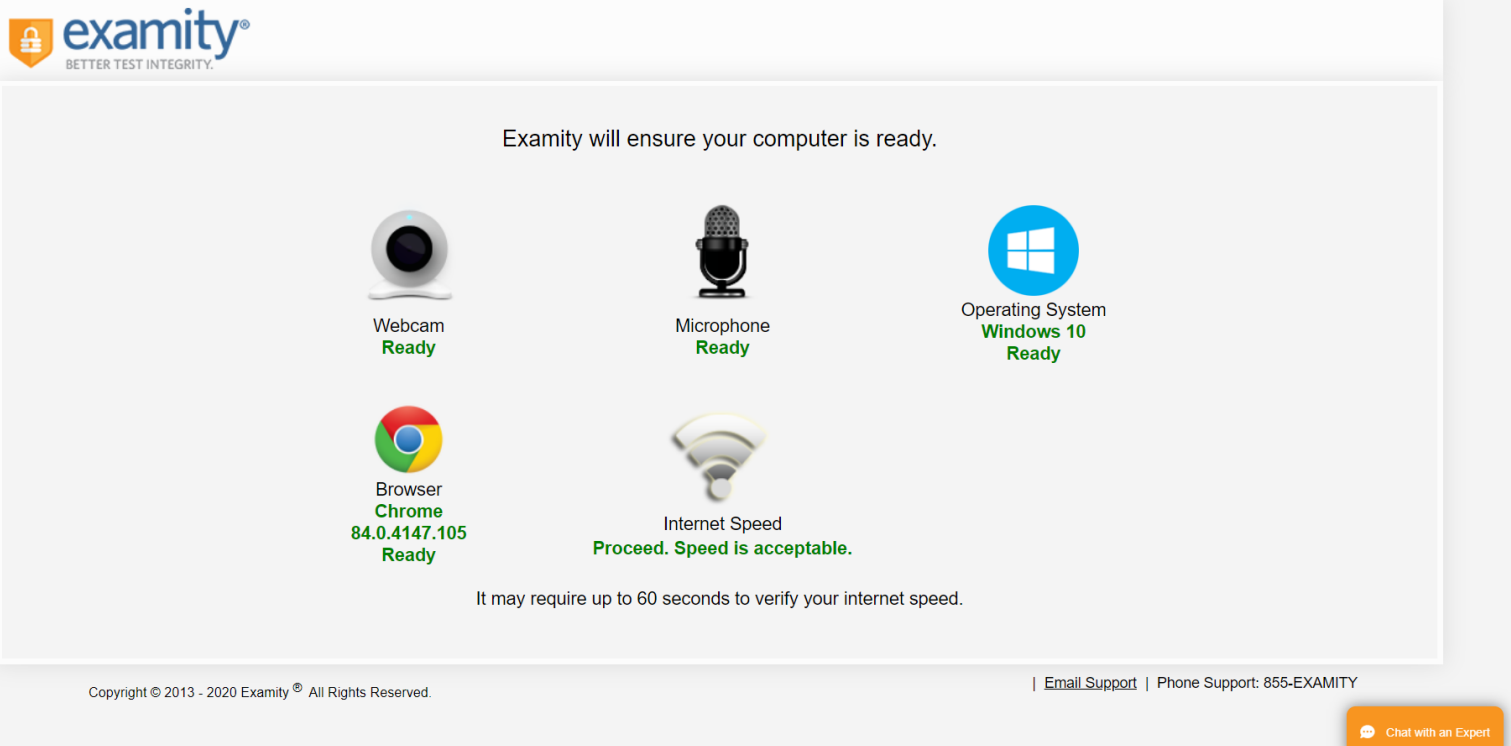
If you are required to take the PAX or NACE with Remote Proctor – Follow instructions for Examiy® For Technical Support: <https://examiy.com/test-takers/>

# 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



The screenshot shows the Examity system check interface. At the top left is the Examity logo with the tagline "BETTER TEST INTEGRITY.". The main heading reads "Examity will ensure your computer is ready." Below this, five icons represent different system components, each with a status: "Webcam Ready", "Microphone Ready", "Operating System Windows 10 Ready", "Browser Chrome 84.0.4147.105 Ready", and "Internet Speed Proceed. Speed is acceptable." A note at the bottom of the check area states "It may require up to 60 seconds to verify your internet speed." The footer contains copyright information "Copyright © 2013 - 2020 Examity® All Rights Reserved.", support links "Email Support | Phone Support: 855-EXAMITY", and a "Chat with an Expert" button.

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

# Setting Up Your System for NLN Exam through Examity®

- **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**

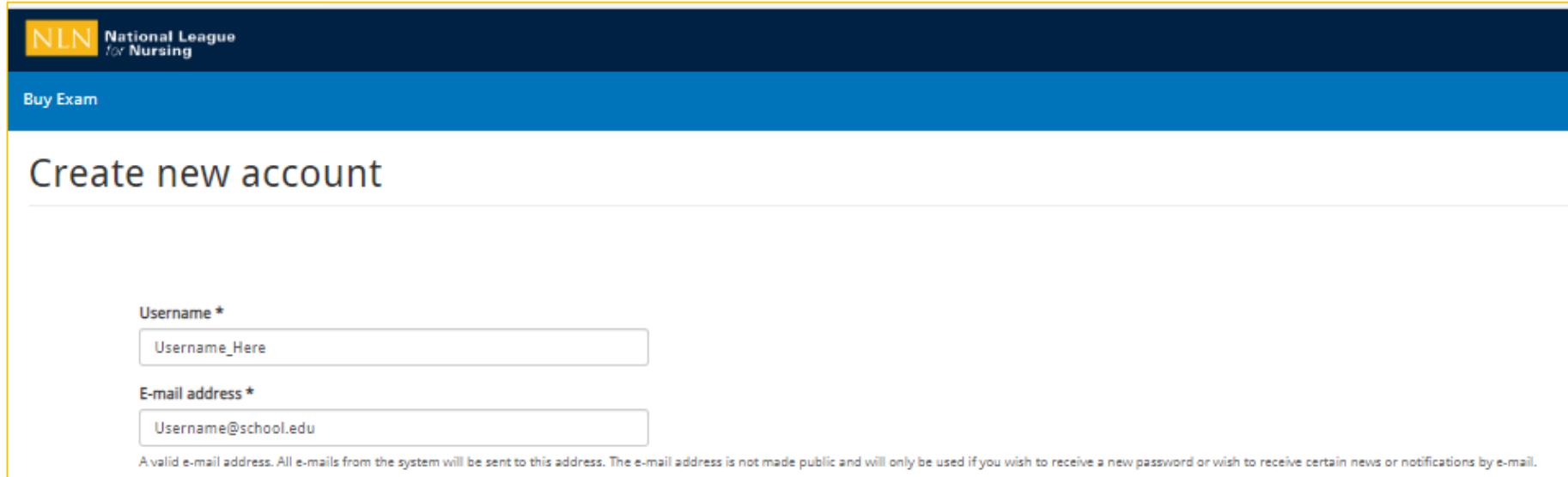
1. Ensure the following are functional and enabled for real-time communication with the exam proctor.
  - A browser with pop-up blocker disabled
  - A built-in or external webcam and microphone
  - Internet speed must be at least 2 Mbps download and 2 Mbps upload.
2. Use the following link to test real-time 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.



# 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, there is a dark blue header with the NLN logo and 'National League for Nursing' text. Below this is a blue navigation bar with 'Buy Exam' text. The main content area is white and features the title 'Create new account'. There are two input fields: 'Username \*' with the placeholder text 'Username\_Here' and 'E-mail address \*' with the placeholder text 'Username@school.edu'. A small disclaimer at the bottom of the form 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 fields:

- 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 [Create new account](#)

**Primary Address**

**City \***

  
**State \***

**Phone \***

[Create new account](#)

# 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.

← → ↻ [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)

☆ Bookmarks Home - Questionmar Questionmark Questionmark OnDemand Demos Lab Partners

**NLN** National League  
for Nursing

Buy Exam

## Reset password

This is a one-time login for *howard.m.eisenberg@questionmark.com* and will expire on *Wed, 04/29/2020 - 10:31*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in



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

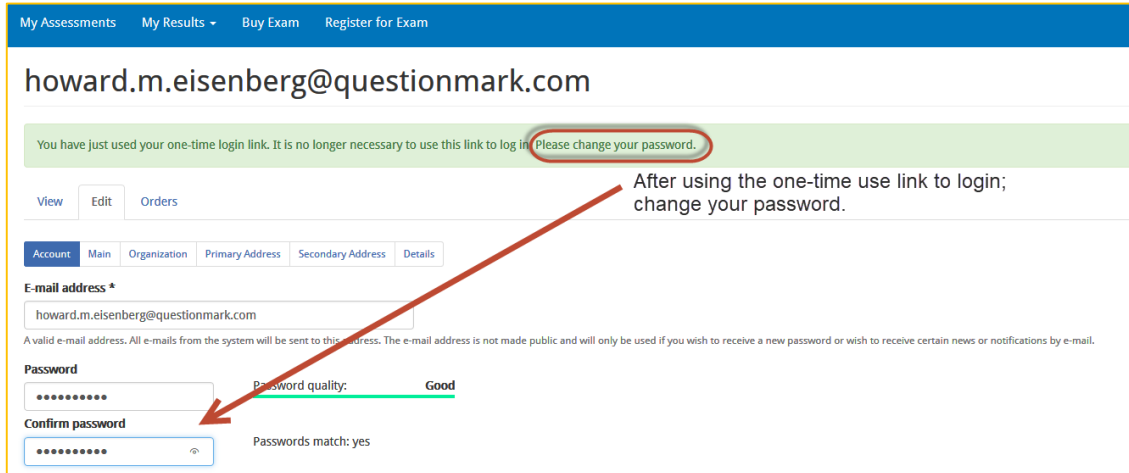
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

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

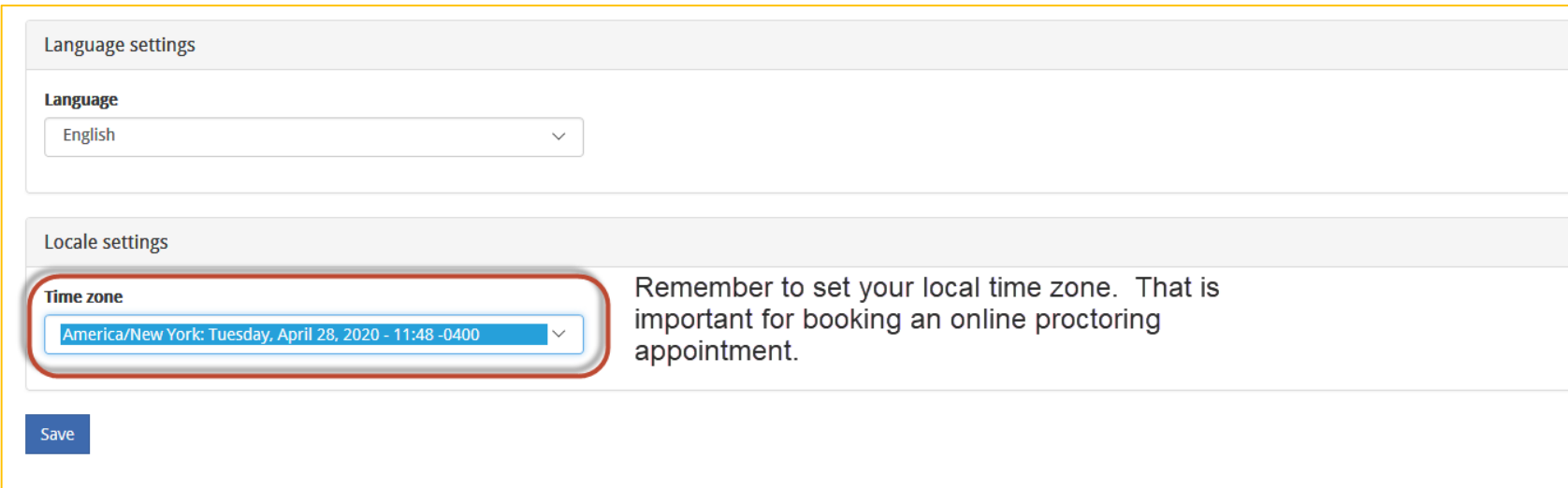
Locale settings

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





# Buy Exam & Test Prep

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

E-PAX ACC require ADA approval

## To Begin:

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

The screenshot shows the 'Buy Exam' interface. On the left is a 'Search Catalog' sidebar with filters for 'Exam type' (set to 'Exam'), 'SKU Contains' (set to 'E-PAX'), and 'Exam name contains'. Under 'School Products', there are checkboxes for 'Achievement', 'In Practice', 'NACE', 'NCLEX', and 'PAX'. The main area displays two product cards: 'E-PAX Pre-admission Exam for Examiity' and 'E-PAX ACC Pre-admission Exam ACC for Examiity'. Both cards have a 'Quantity' input field set to '1' and an 'Add to cart' button. A red arrow points to the 'Add to cart' button of the E-PAX ACC card.

This screenshot shows a grid of five exam product cards:
 

- E-NRA**: Nursing Care of Adults for Examiity. Price: \$120.00.
- E-NRC**: Nursing Care of Children for Examiity. Price: \$75.00.
- E-NRCB**: Nursing Care of Childbearing Family for Examiity. Price: \$75.00.
- E-NRF**: Foundations of Nursing for Examiity. Price: \$120.00.
- E-NRMD**: Nursing Care of Client with Mental Disorder for Examiity.

 Each card includes a 'Quantity' input field (set to 1) and an 'Add to cart' button. A red arrow from the 'Search Catalog' sidebar points to the 'Add to cart' button of the E-NRA card.



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 NLN 'Buy Exam' interface. On the left is a 'Search Catalog' sidebar with filters for 'Exam type', 'SKU Contains', 'Exam name contains', 'School Products', and 'Student Products'. The main area is titled 'Buy Exam' and features a green notification banner at the top stating 'Pre-admission Exam for Examity added to your cart.' Below this, there are four exam listings: E-PAX (Pre-admission Exam for Examity), E-PAX ACC (Pre-admission Exam ACC for Examity), E-NRA (Nursing Care of Adults for Examity), and E-NRC (Nursing Care of Children for Examity). Each listing includes a 'Quantity' input field set to '1' and a green 'Add to cart' button. A red shopping cart icon with the number '2' is visible in the top right corner of the interface.

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 2B – Add PAX Test Prep Material

### Search Catalog

Exam type  
- Any -

SKU Contains

Exam name contains

▼ Proctor Option

Examity  
 Proctorio / HyFlex

▼ Student Products

ADA Version  
 Test Prep  
 Practice Test

▼ School Products

PAX  
 NCLEX  
 NACE  
 In Practice  
 Achievement

## Buy Exam

FC-PN	FC-RN	PAX-PREP-MATH	PAX-PREP-SCIENCE
<p><b>NLN Flash Cards for PN</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: NLN Flash Cards for PN Student Products: Test Prep Price: \$20.00</p>	<p><b>NLN Flash Cards for RN</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: NLN Flash Cards for RN Student Products: Test Prep Price: \$20.00</p>	<p><b>PAX Prep Math Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Math 1 Exam Student Products: Practice Test, Test Prep Price: \$25.00</p>	<p><b>PAX Prep Science Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Science 1 Exam Student Products: Practice Test, Test Prep Price: \$25.00</p>
PAX-PREP-VERBAL	PAX-PREP-B-MATH	PAX-PREP-B-SCIENCE	PAX-PREP-B-VERBAL
<p><b>PAX Prep Verbal Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Verbal 1 Exam Student Products: Practice Test, Test Prep</p>	<p><b>PAX Prep Bonus Math Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Bonus Math Exam Student Products: Practice Test, Test Prep</p>	<p><b>PAX Prep Bonus Science Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Bonus Science Exam Student Products: Practice Test, Test Prep</p>	<p><b>PAX Prep Bonus Verbal Exam</b></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Add to cart</b></p> <p>Type: Practice Exam Exams: PAX Prep Bonus Verbal Exam Student Products: Practice Test, Test Prep</p>


To view Test Prep options, select **Test Prep** under **Student Products**. You may purchase these and the exam title in the same shopping cart. The test prep materials will appear under **My Assessment -Unproctored Exams**.

# 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
<b>Order total</b>			<b>\$75.00</b>

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
<b>Order total</b>			<b>\$75.00</b>

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**



# Buy Exam – Step 4 -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
Discount (NLN Test Voucher)			-\$40.00

Total price: \$0.00

The billing currency is USD (\$)

I have a discount coupon

[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

 [Continue](#)

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
Discount (NLN Test Voucher)	
	-\$40.00

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**

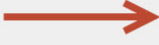
Payment method: Payment not required

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

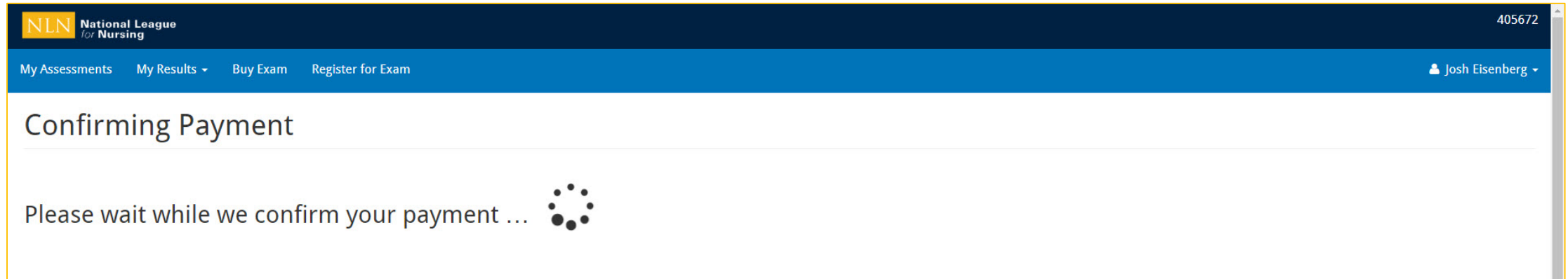
**What will happen after I place my order?**

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

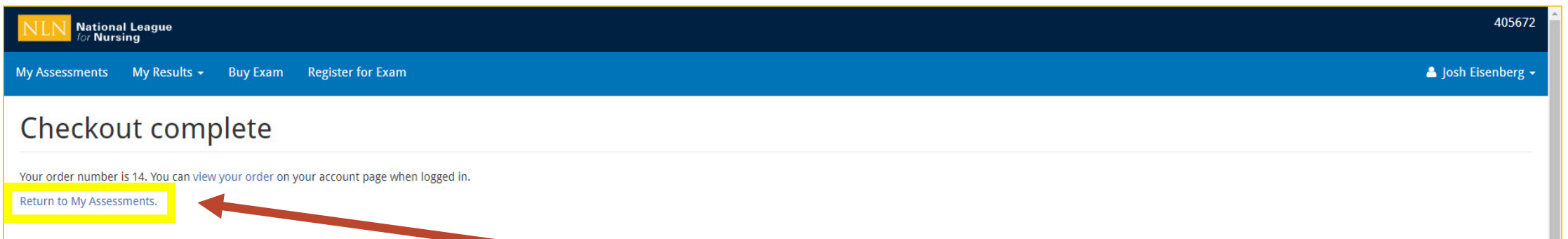
By completing my purchase I confirm that I am over 16 years of age and I agree to the [Terms and Conditions](#).

 [Place order](#)

# Buy Exam - confirm payment; checkout complete



This screenshot shows the 'Confirming Payment' page. The top navigation bar includes the NLN logo, 'National League for Nursing', and the user ID '405672'. Below the navigation bar, there are links for 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam', along with the user name '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.



This screenshot shows the 'Checkout complete' page. The top navigation bar is identical to the previous screenshot. 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 red arrow points from this link towards the text below.

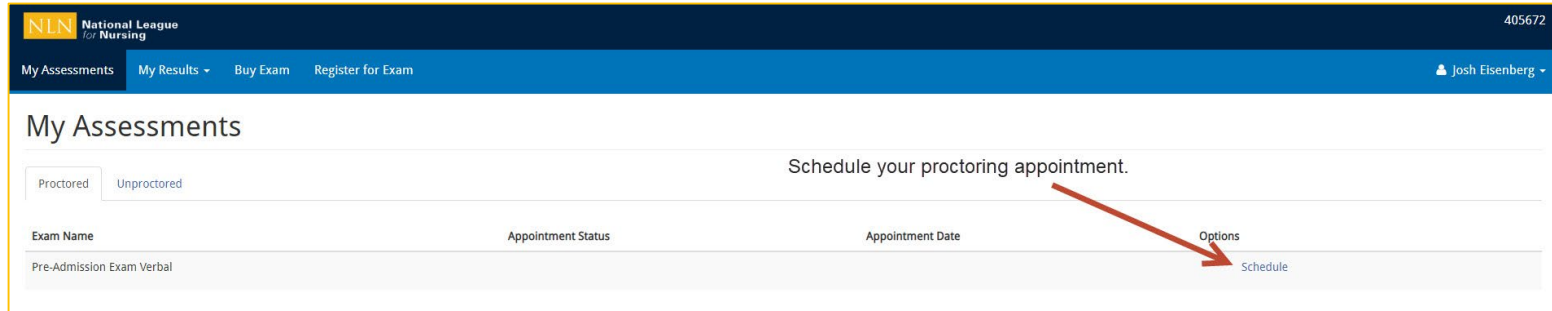
Click the **Return to My Assessments** link for next steps.



# 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/>

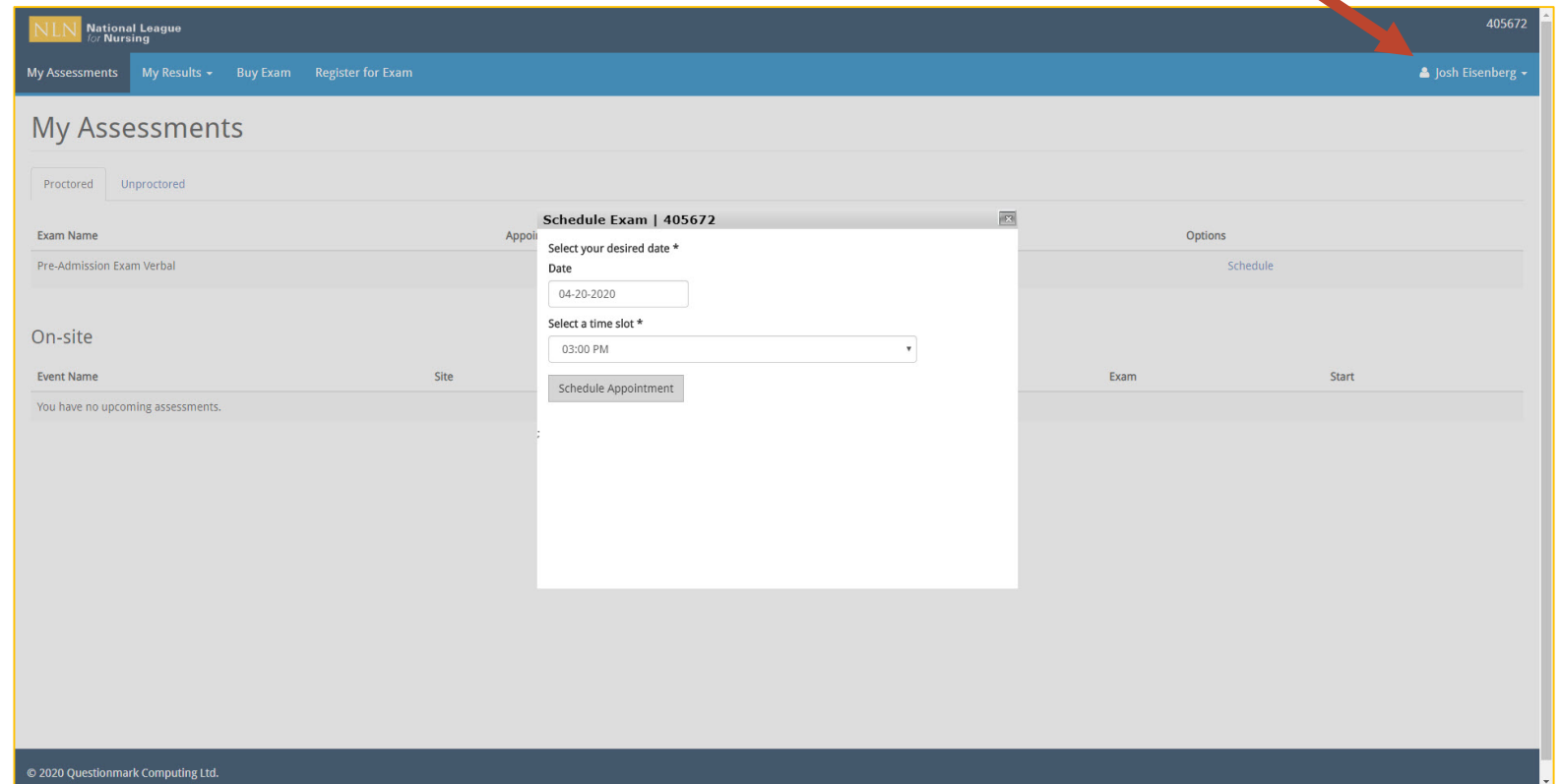
# Schedule Appointment – PAX or NACE with Examity®



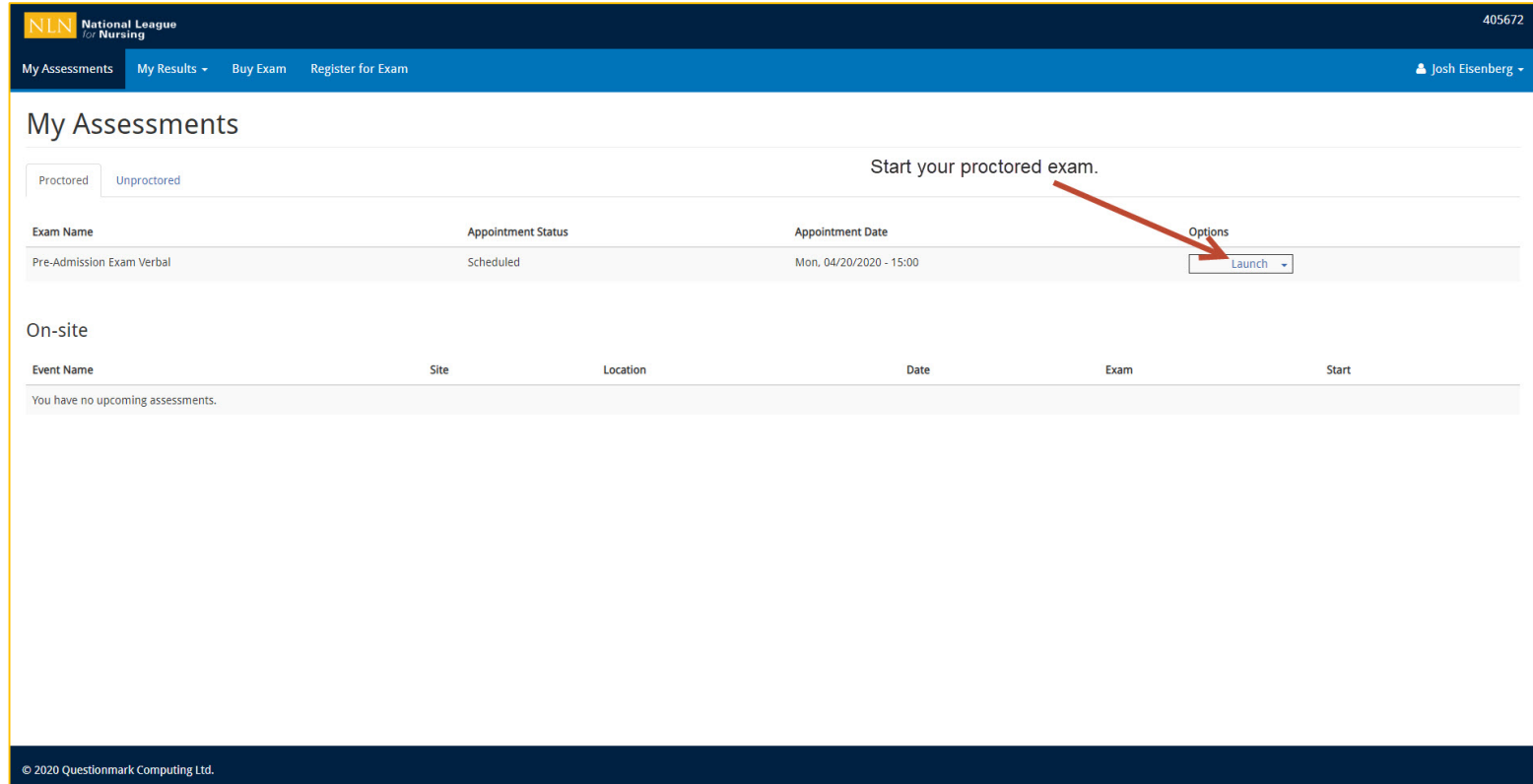
It is critical for students to set the local time zone in the portal prior to booking an appointment. Your Time zone can be accessed from the user menu in the upper, right corner of the screen.

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.nlntest.org](http://www.nlntest.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.**



# 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.

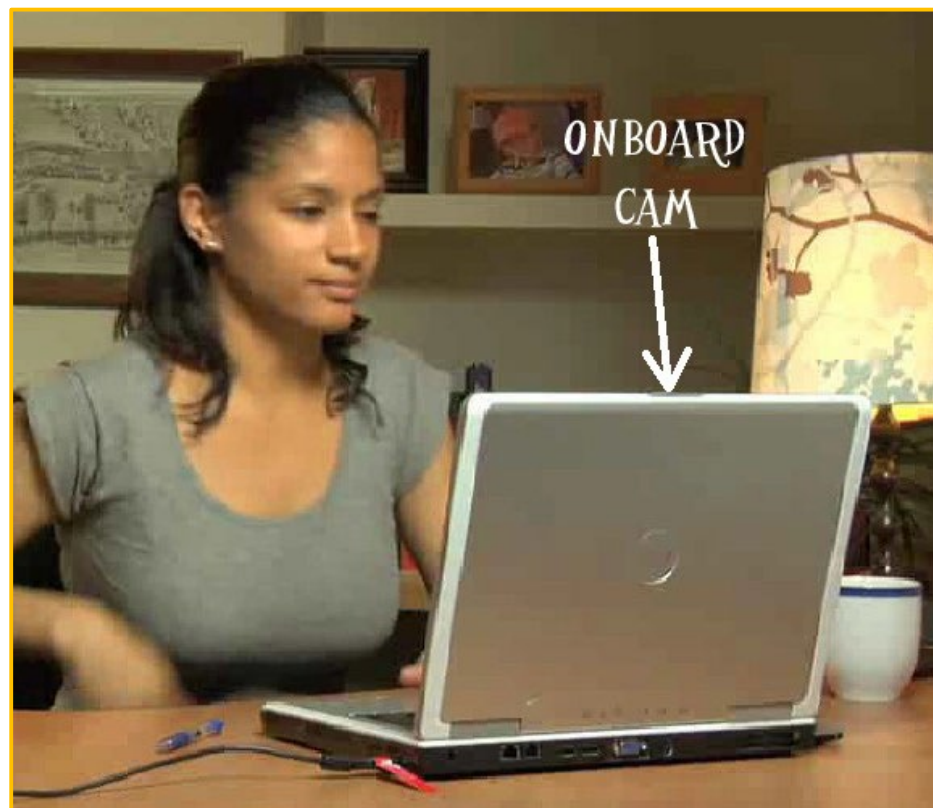


## Unacceptable Documents

- 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
<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.



Before You Click to Start the Exam  
Next Steps:

# Starting Exam in Examiity

To start a NLN 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 launch
  - The launch button will not appear until 15 minutes prior to your test
    - If there is no launch at the expected time, your time zone and appointment time are incorrect. You will need to contact Examiity to have your exam schedule reset
  - The proctor will not join early and may be up to 30 minutes late. If you leave before the 30 minutes post appointment, you will loose your place in line and need to speak with Examiity to reschedule.

You will be prompted to:

- Join a Zoom one-on-one
  - Show your ID Card
  - Complete a bandwidth test. If your signal is not strong enough, you will need to reschedule.
- 
- NOTE: Scrap paper is not allowed- see use of a whiteboard



National League  
for Nursing  
Certifying Services

# Test Day - The Test Administration

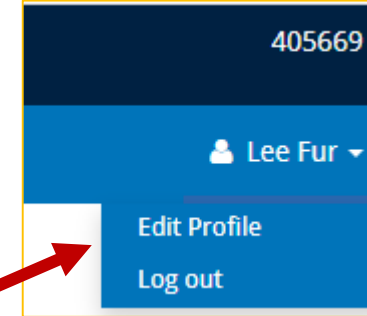
- Getting Started
- Taking an Assessment



# How can I Update My Profile?

To update your NLN profile:

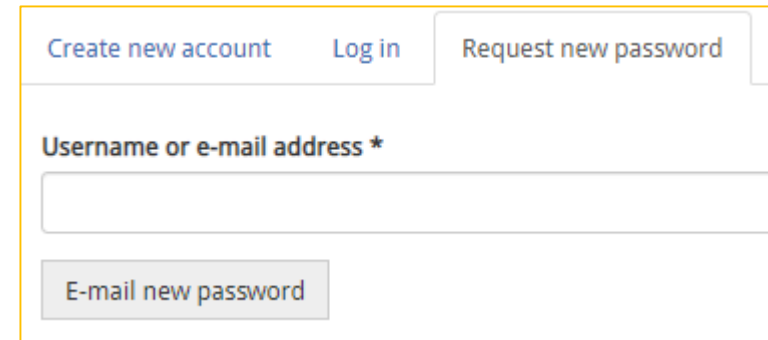
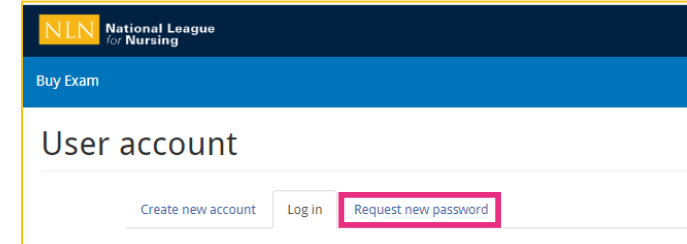
1. Go to Questionmark [www.nlntest.org](http://www.nlntest.org)
2. Click your username in the portal menu, and select **Edit profile**
3. In the **Edit** tab, you can change your password, email address, phone number, time zone, etc.
4. Click to **save** changes.

A screenshot of the 'Edit Profile' form. At the top, there are tabs for 'View', 'Edit', and 'Orders'. Below these are sub-tabs: 'Account', 'Main', 'Organization', 'Primary Address', 'Secondary Address', and 'Details'. The 'Account' tab is active. 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 a field containing 'Imfurby@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)

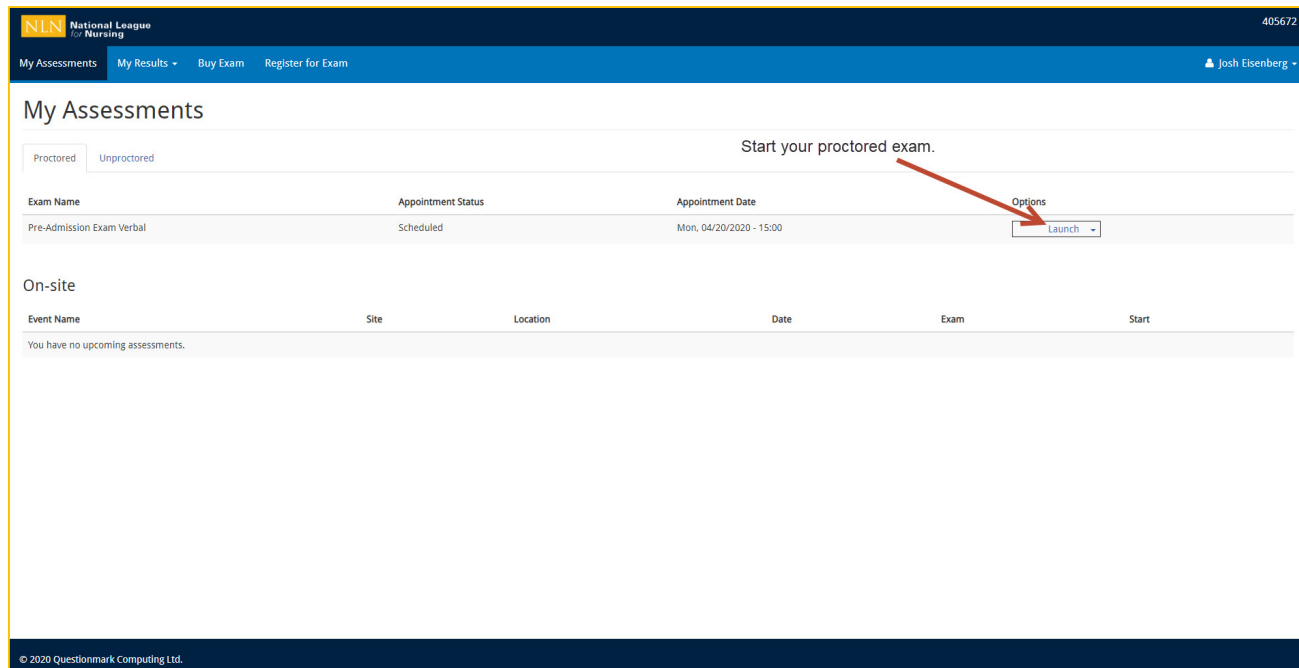
This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- 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. 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,

# 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.





# 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 image displays two screenshots of the NLN (National League for Nursing) dashboard interface. The top screenshot shows the 'My dashboard' page, which includes a navigation bar with 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam'. Below the navigation bar, there is a section titled 'Important Information for Candidates' and a 'Sign Up for Your Online Exam' section with a list of steps: 1. The following three things must be added to your profile before scheduling an exam. To do this, click on your name in the upper right and go to Edit Profile. You must click 'save' after editing each profile section. 2. Purchase your exam from the Buy Exam tab. Check out using your voucher code/credit card payment. You will receive email confirmation. Check your spam or junk folder if necessary. 3. Schedule your exam from the My Assessments tab. You will receive an email from Examity with confirmation and exam-day instructions. Read this email carefully. Don't forget to add your exam appointment to your calendar. 4. 15 min before your scheduled time, click on the link in the email from Examity to launch your exam. Below this, there is a 'For more information on signing up' section with a link to 'Frequently asked questions (FAQs)'. The bottom section is 'Preparing for Your Online Exam', which includes instructions to 'Please follow these steps before exam day' and a list of steps: Set your local time zone, Install Zoom, and Conduct System Test (which includes 'Install / Detect Questionmark Secure' and 'Test Communication and Bandwidth'). There are also links for 'Review Exam Process', 'Overview of Online Proctored Exam (Moodle)', and 'Chat with a proctoring support agent here'.

The bottom screenshot shows the 'NLN Student Reports' page. It features a navigation bar with 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam'. Below the navigation bar, there is a section titled 'NLN Student Reports' with the instruction 'Click the report links below to view your individual score reports.' The main content area is titled 'NLN Nursing Pre-Admission Exam (PAX) (Delayed Reporting 4 hours)' and includes the text 'The purpose of the Pre-Admission Examination-RN (PAX) is to facilitate admission decisions by providing nurse educators with a standardized information.' Below this, there is a list of report links: 'Participant Report' and 'Transcript of My Results', both of which are highlighted with a pink rectangular box. To the right of the main content area, there is a sidebar with a 'My Assessments' section containing 'Proctored' and 'Unproctored' options, and a note that says 'You have no scheduled assessments.'

# 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.

**Pre-Admission Examination Score Report**

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

**RN Program Applicants**

Composite Score	RN SEM	Percentile Rank
92	±6.6	34%

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

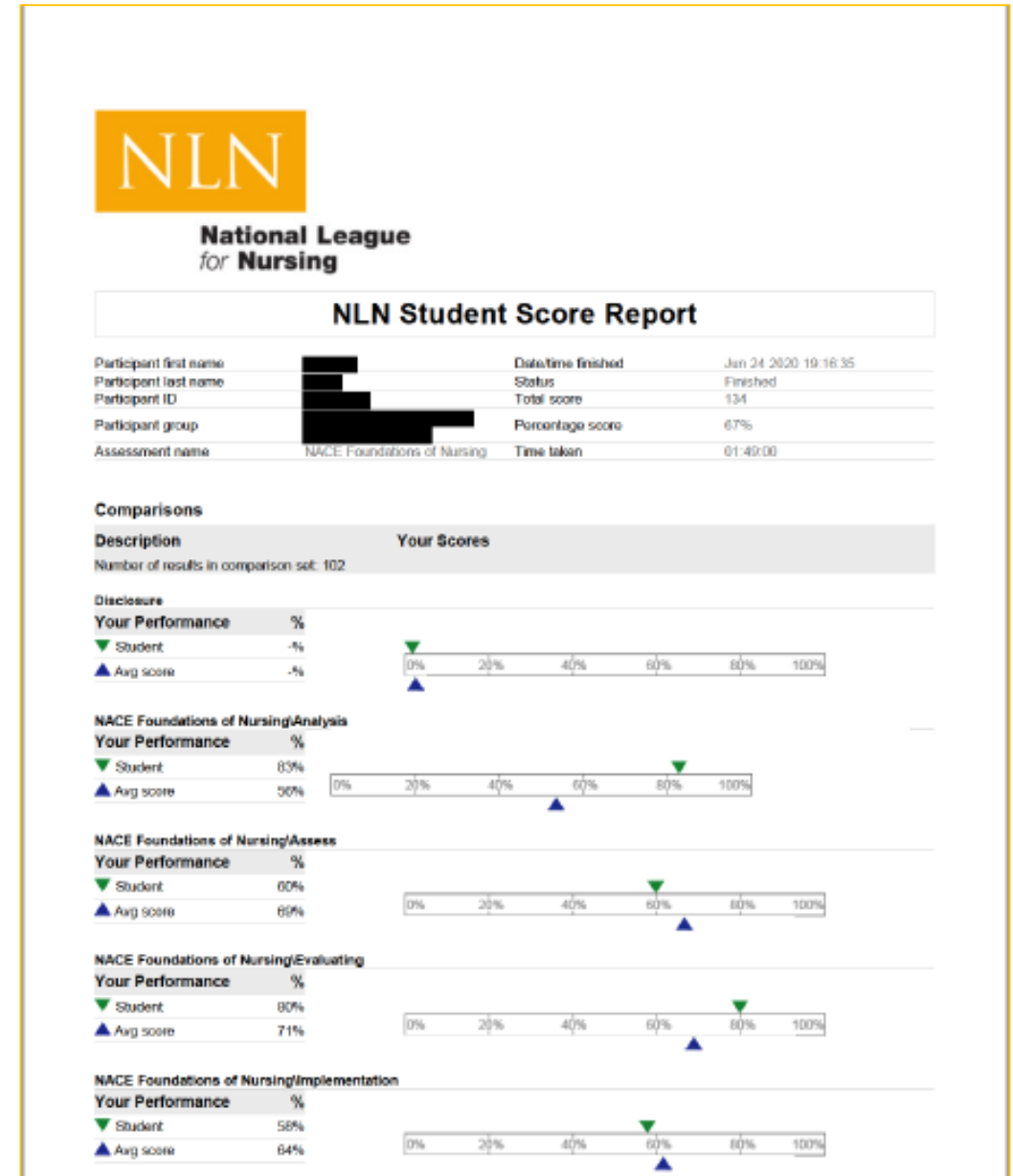
**PN Program Applicants**

Composite Score	PN SEM	Percentile Rank
92	±6.6	28%

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

# NACE 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.





# 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 Exami<sup>®</sup> For Technical Support: <https://examity.com/test-takers/>

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.