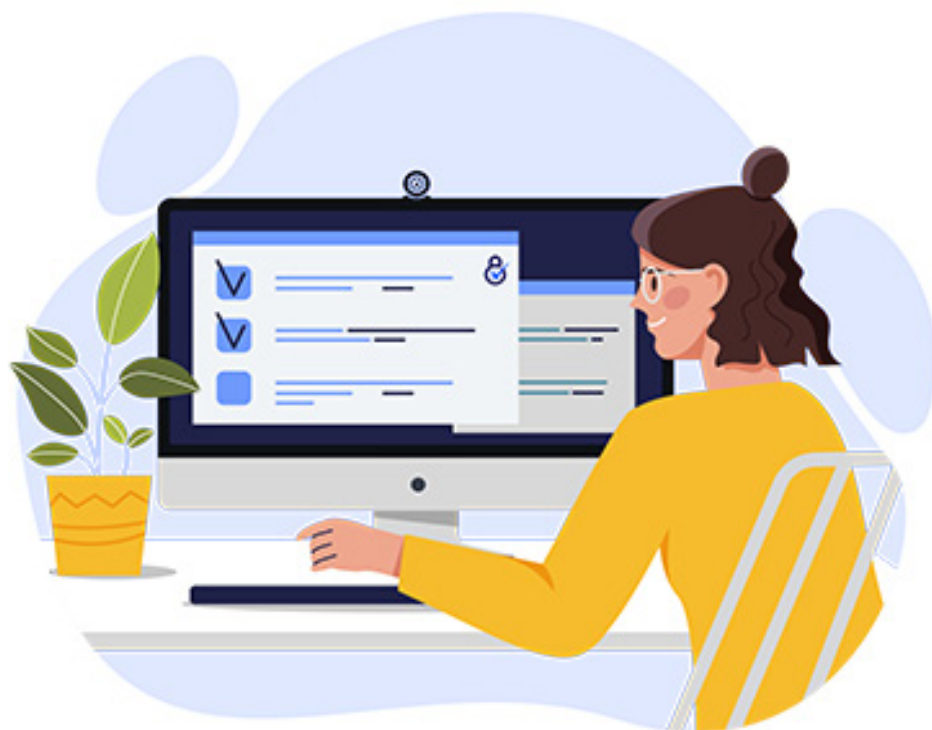# Assessment Services

National League for Nursing

Test Candidate's Guide
Taking NLN Exams Online with Proctor360

- Purchasing Your Exam
- Scheduling Your Exam Session
- Verifying Tech Requirements
- Taking Your Exam

Table of Contents

General Overview

All online exams offered by National League for Nursing must be proctored in order to ensure fair and accurate exam results for all test candidates. NLN's exams are hosted by Questionmark, and online proctoring for the exam sessions is provided by Proctor360. This guide provides detailed step-by-step instructions to help you through the process of purchasing your exam and scheduling your proctored exam session.

- **Creating your NLN Account**
  - Navigate to www.nlntest.org
  - Select Create "New Account"
    - Fill out all required fields
  - You will receive an e-mail from Questionmark.com. Follow the instructions to complete the creation of your account
- **Purchasing Your Assessment**
  - Log into www.nlntest.org and select the "Buy Exam" option
  - The Search Catalog can be used to narrow down your search. Once you've found the appropriate assessment click "Add to Cart."
  - Select the red shopping cart icon on the top right and proceed through the checkout process.
  - A e-mail will be sent with confirmation of your purchase and instructions on scheduling your exam.
- **Scheduling your assessment**
  - A link to schedule your proctored assessment will be provided after you purchase your exam.
  - Use the link to create your proctored account and schedule your assessment. You will receive a confirmation e-mail from **noreply@proctor360exams.com**.
- **System Check**
  - Prior to your test, you will need to verify that your computer meets the requirements. Use the link provided in step 1 of your confirmation e-mail to connect to a system check.
  - During the system check you will be provided with the system requirements. You can find the system requirements here.
  - Go through each step to verify that your microphone, speakers, and webcam are working properly.
  - After the system check is complete, you'll be provided an e-mail from **noreply@proctor360exams.com** with instructions to connect to your test at your scheduled time.
- **Testing Day**
  - Make sure that you are in a secure testing area with no other people around and that your testing space is clear of any additional items or materials.
    - Prior to connecting for your test, please be sure to close any additional tabs or programs on your computer.
  - Access the link provided by **noreply@proctor360exams.com** at the time of your exam. Select "Click Here" on Step 4 to be navigated to the check-in page.
    - During Check-in you will be required to submit a face photo, an ID photo, and perform a 360 degree sweep of your testing environment, showing your testing surface and room in which you are taking the exam. Once this has been completed, the proctor will provide a code so that you can enter your exam.

  **If you are uncomfortable with any of this process please contact NLN or your school for alternative options.

  **If you run into any issues prior to your exam, please contact us through our Support Portal.

Important Information

- **If you require ADA Accommodations please contact your organization prior to scheduling your remote test with Proctor360.**

- **If you need help <u>at any time during this process</u>, contact Proctor360.**

  If you run into any issues prior to your exam, please contact Proctor360's Support Staff at https://support.proctor360.com/help/313287300 Creating a Support Ticket through the portal is the fastest way to get the help you need. Answers to many common issues can also be found on Proctor360's <u>NLN Support Knowledge Base</u>.

  **If you are uncomfortable with any of this process please contact NLN or your school for alternative options.

  **If you run into any issues prior to your exam, please contact Proctor360 through their <u>Support Portal</u>.

Create an NLN Account

Navigate to www.nlntest.org

> Select "Create New Account" on the left

After entering your username and e-mail address, use the search box to search for your school or organization:

Once you've selected your group, fill out the rest of your information and click the "Create New Account" button.

You will receive a confirmation e-mail from Questionmark.com. Select "Confirm E-mail" to finish creating your account. *If you do not receive the e-mail, please be sure to check your spam folder.*
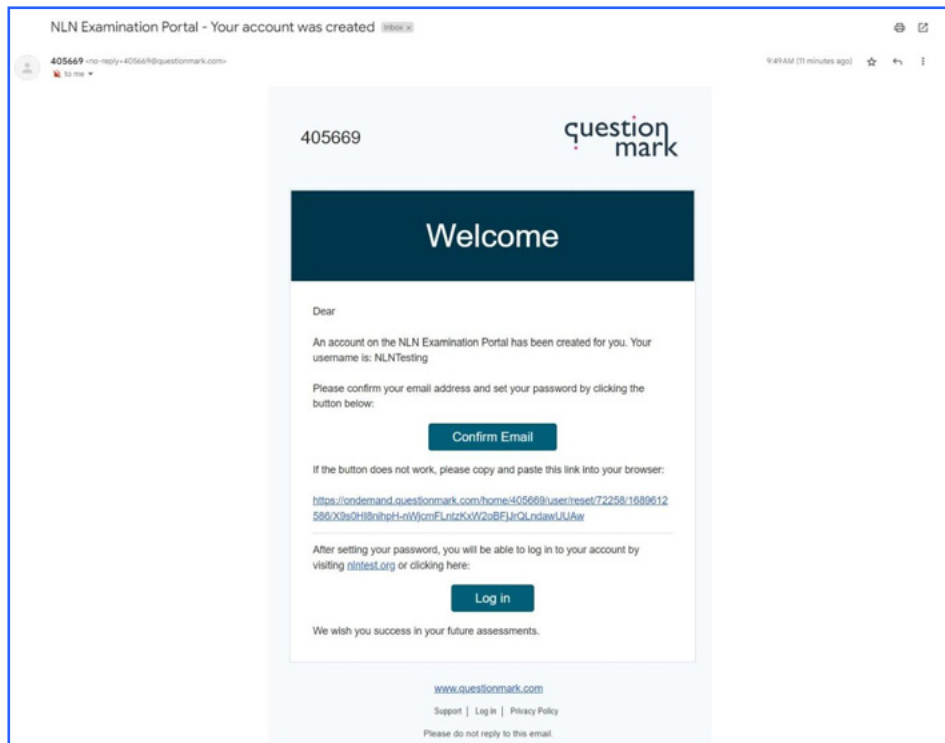
Once confirmed, you will be asked to log in and reset your password.
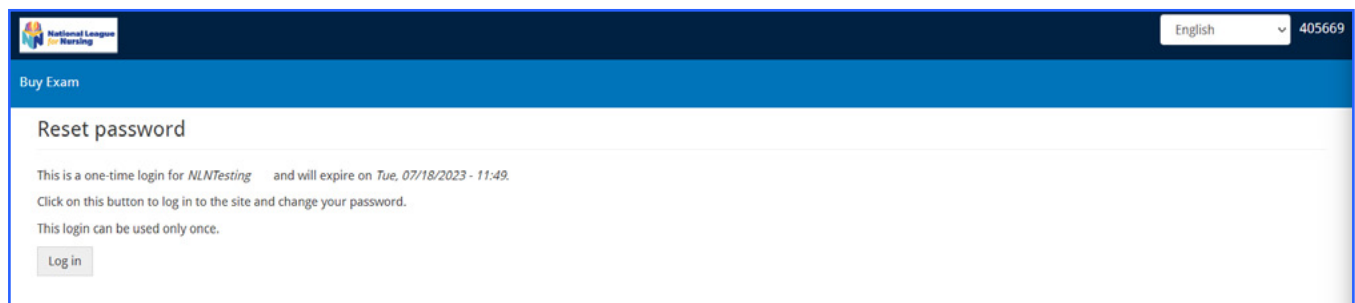
Enter your account password and make any appropriate changes, then select the "Save" option.

Purchasing Your Assessment

Log into your account and select the "Buy Exam" option at the top of the page. You can enter specific information into the Search Catalog on the left.

> Once you've found your assessment select the "Add To "Cart" option to proceed.

Click the shopping cart icon that appears in the top right corner of the page, then select the "Checkout" option.

You will receive an e-mail with confirmation of your purchase and instructions on how to schedule your proctored exam

Scheduling Your Assessment

The e-mail you receive after purchasing your assessment will provide a link to schedule your proctored test session with Proctor360. Follow the link provided and select the name of the exam you just purchased by clicking the blue "Register" button next to it.

If you have not used Proctor360, you will need to check the box "Don't have an account?" Fill in the appropriate information to create an account with Proctor360 and click "Register".

You will receive a verification code to your selected e-mail address from **noreply@proctor360exams.com**. If you do not receive a verification code, please be sure to check your spam folder.
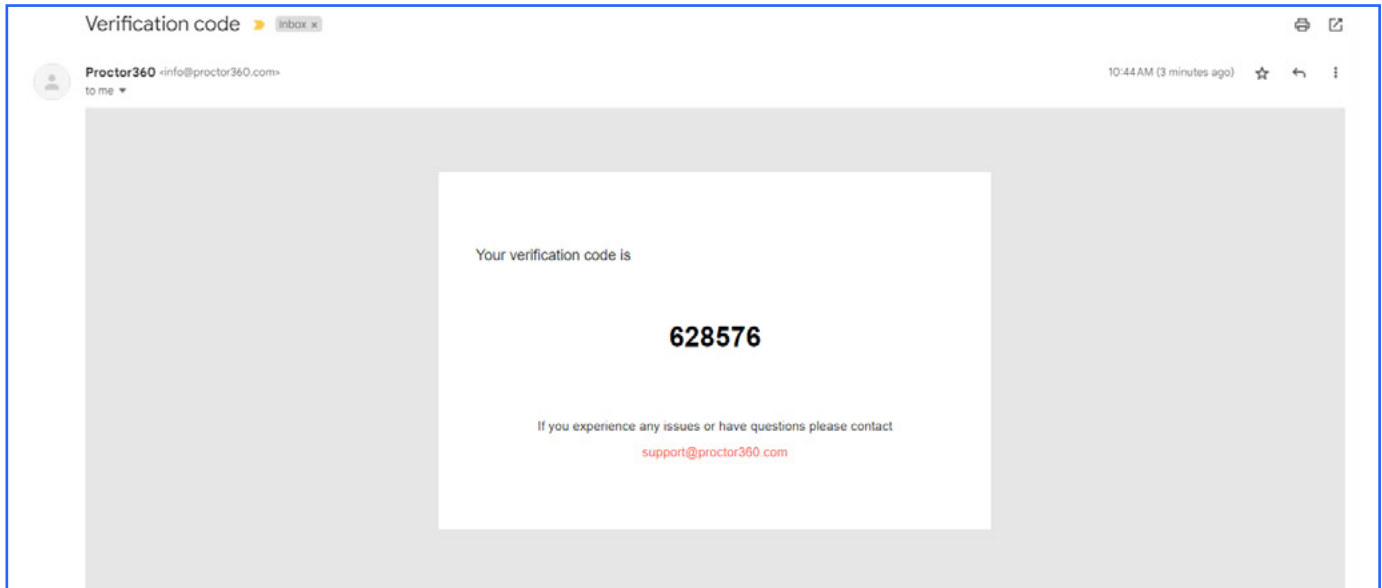
Enter the verification code and select the "Verify" option to continue to schedule your assessment.

Choose the date and time that you will be ready to attempt your assessment. You will be taken to a page requesting the NLN account username used to purchase your exam, as well as the organization you are testing from. Click "Proceed to Payment" to complete the scheduling process.

You are now scheduled to take your exam! You will receive an e-mail from **noreply@proctor360exams.com** with instructions for exam day. If you do not receive the e-mail, please be sure to check your spam folder.

System Check

Open the e-mail received from **noreply@proctor360exams.com** and select the option that allows you to go through the system inspection.
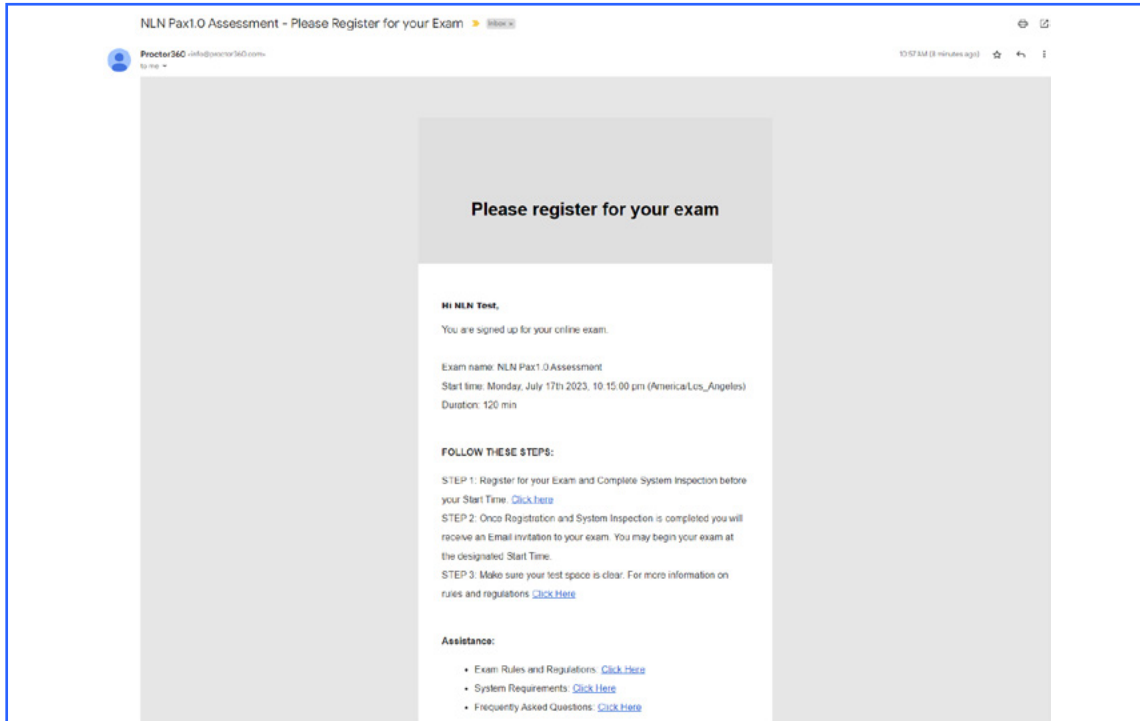
You will be guided through a system check that will verify that your computer will work on the day of your scheduled assessment.
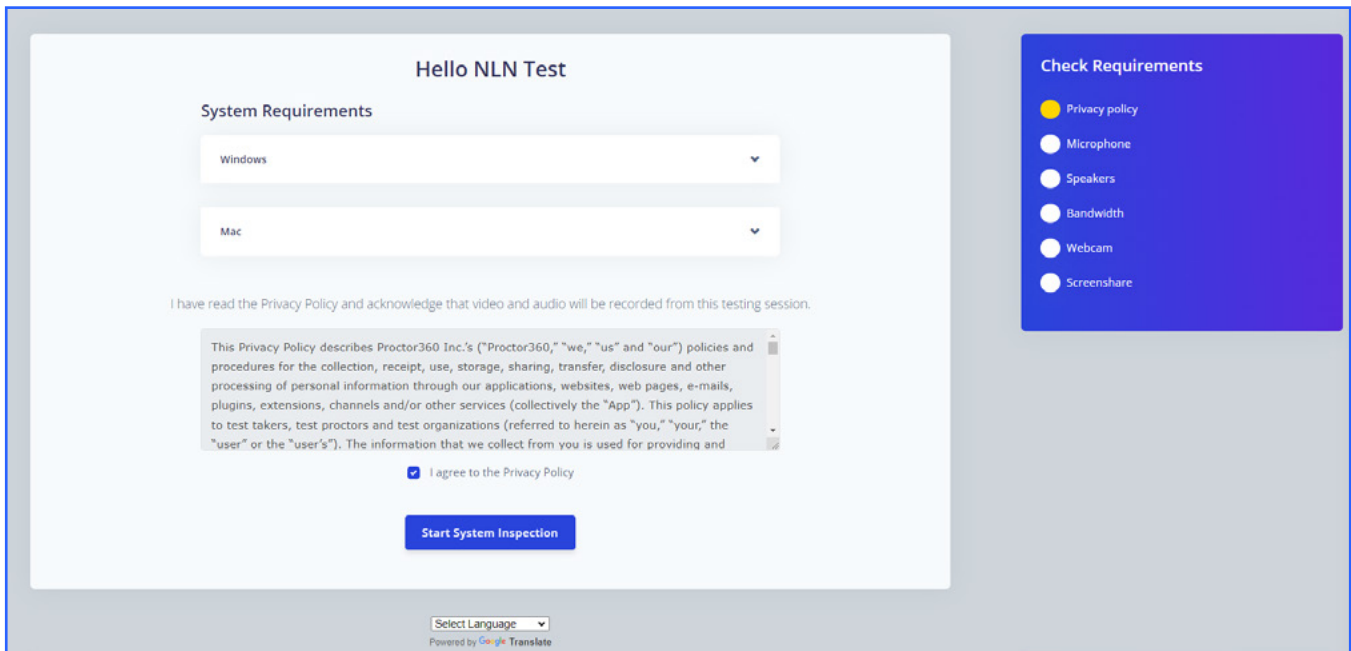
The first step is to verify that your microphone is working. Be sure to allow any notification that pops up to request access to your microphone.
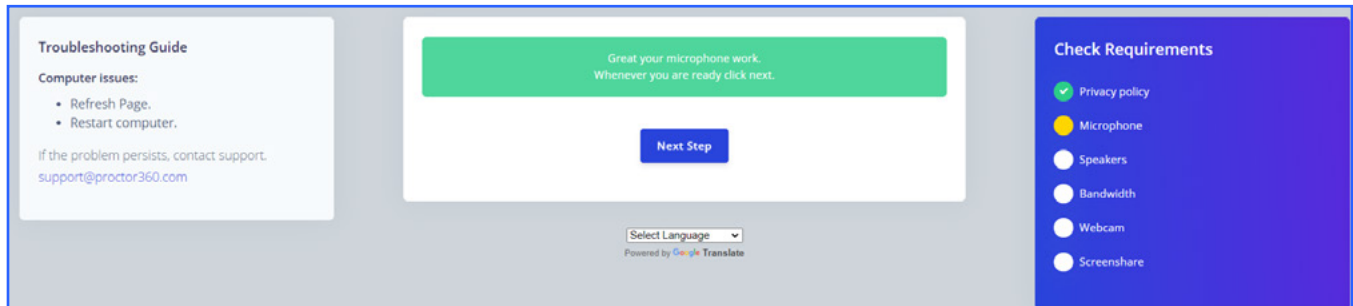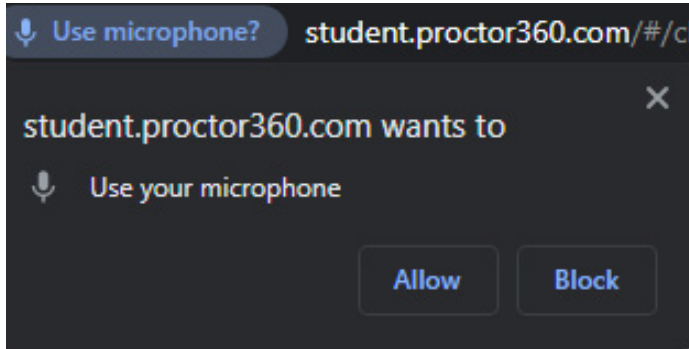
Once your microphone is verified, the system will verify that your speakers work appropriately.
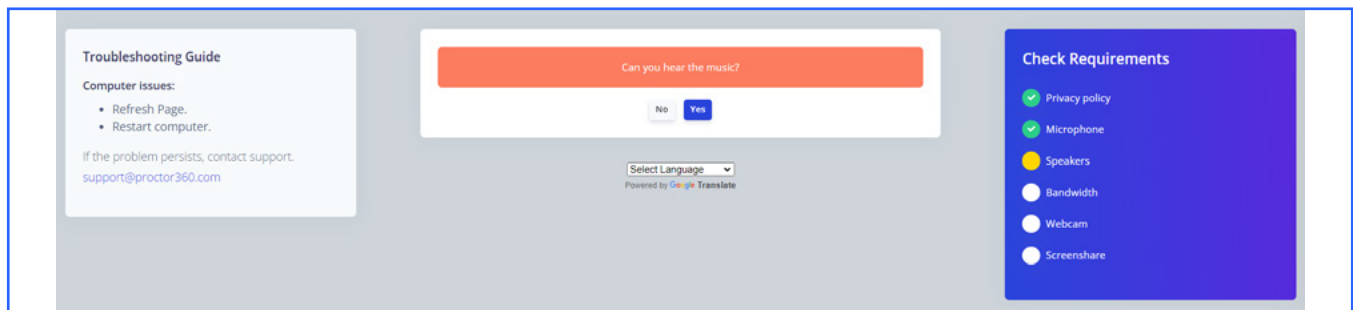
It is recommended that you have a minimum of 10 Mbps for your upload speed. When you connect to take your assessment, it is recommended that you be close to your router or directly plugged in through a wired ethernet connection.
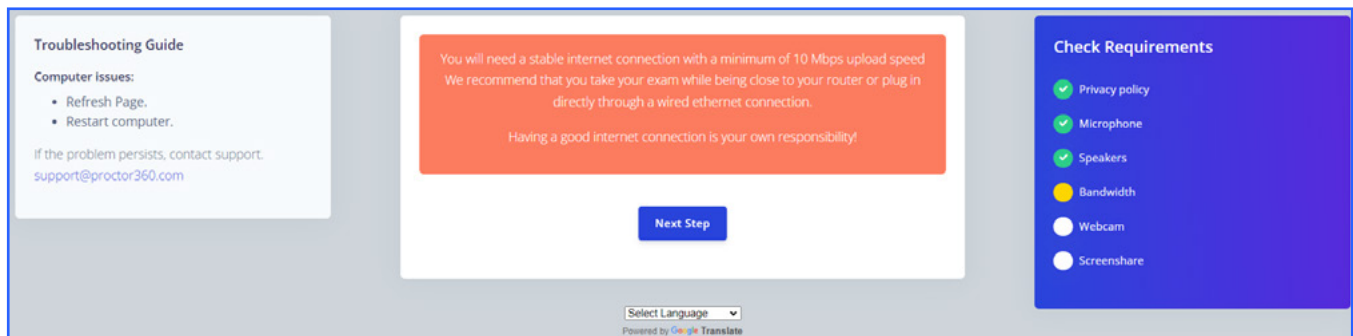
You will be required to have a working webcam during your assessment. During this part of the system check, you want to verify that your webcam is available and active. Be sure to allow any notification that pops up to request access to your webcam.
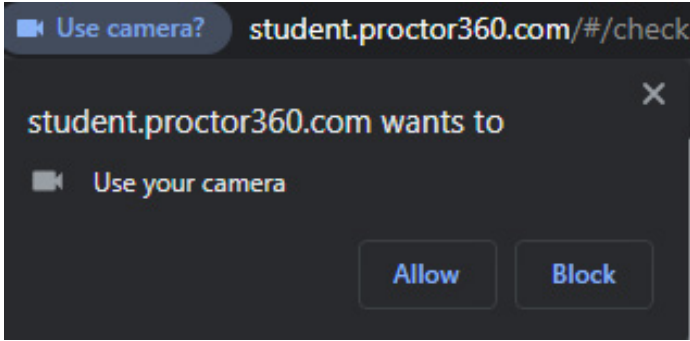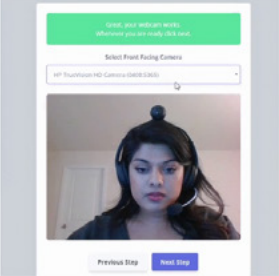
The last step is to verify screen share works appropriately. Select the "Entire Screen" option in the top right, click on the image of your screen, then select the share button.
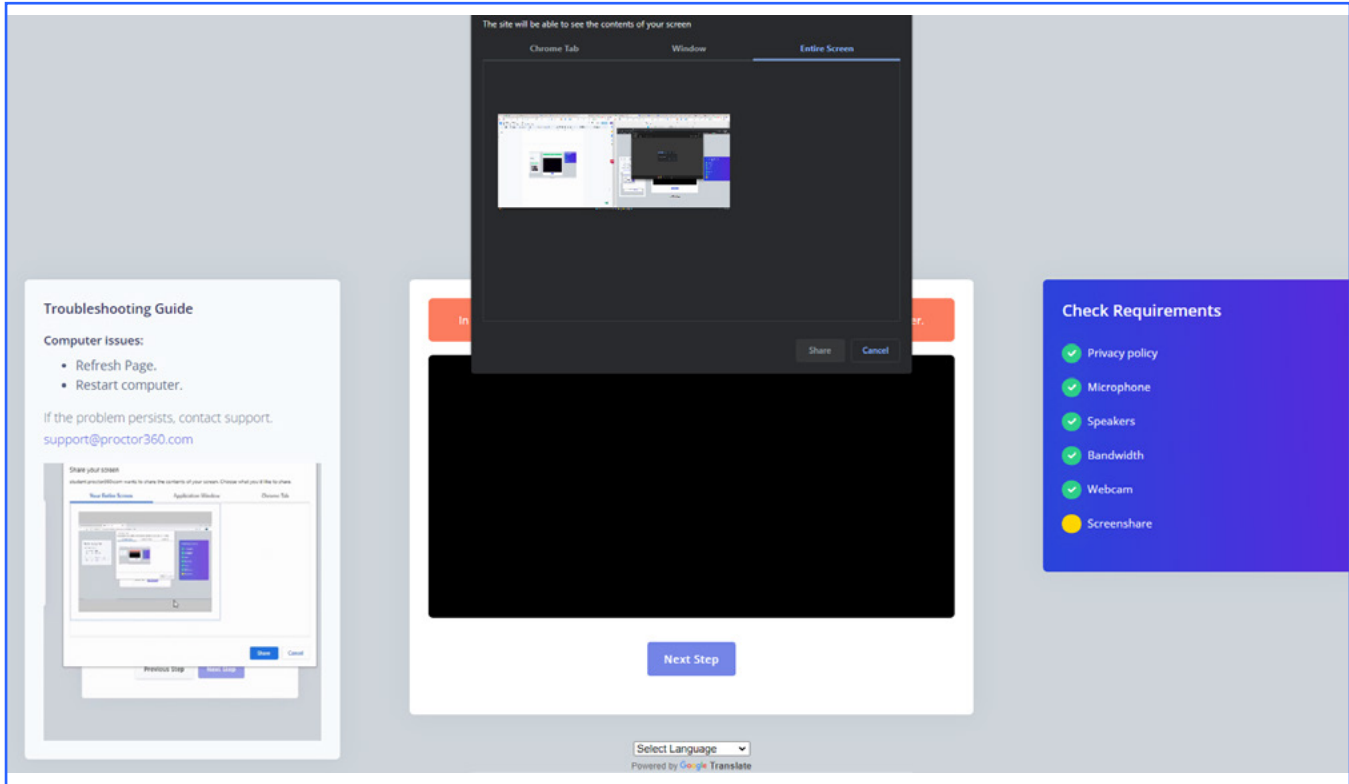
Once the system inspection is complete, you will receive an e-mail from **noreply@proctor360exams.com** that will allow you to connect to your assessment. Your session will not be available until the time that your assessment was scheduled.
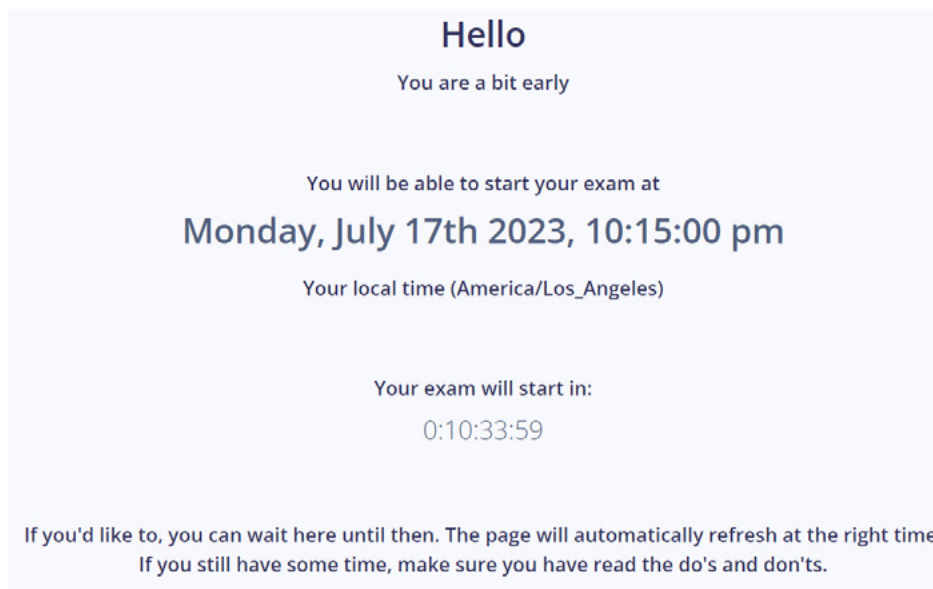
Key Rules For The Exam

The National League for Nursing enforces certain rules and practices during online exam sessions in order to maintain the integrity of our assessments and to ensure that *your* test scores are just as accurate and trustworthy as any candidate who takes the exam in a physical test center facility.

There is no need to worry. Our online testing rules are the same as the rules enforced at in-person test centers. If you know the material and you've prepared for this important exam, you'll do just fine. We're constantly refining our online testing processes to make your online testing experience as convenient and anxiety-free as possible.

Below are a few key rules you need to be prepared to follow:

Allowed Materials

During your exam session, your environment must be clean and clear of any prohibited materials, notes, or study guides. During the check-in process on Exam Day, you will be required to submit a scan of your desktop and the surrounding space in order to verify that you have no prohibited materials accessible during the exam.

The following items are the ONLY items allowed during your test session:

- Dry Erase Board
- Dry Erase Marker
- Dry Erase Board Eraser

ALL OTHER MATERIALS MUST BE REMOVED FROM YOUR DESKTOP \ TESTING AREA PRIOR TO THE START OF THE EXAM!

A clear, secure testing space is crucial to online testing integrity.

Online Testing Environment Rules

- You must be alone in a secure area with no other individuals or distractions in the testing area.

- No headsets or earbuds are allowed during the test.

- Absolutely no cell phones are allowed in the testing area at any time during the session.

- You may only have ONE monitor connected to your computer during the exam session. Your proctor will not let you begin the exam until all other screens have been disconnected and removed from your testing space.

- No food or beverages are allowed in the testing area at any time.

- The testing area must be silent with no other background noise. There is no speaking allowed during your test. This is required in order to maintain equity with students who test in-person.

- No Smart Watches or similar IOT devices are allowed. Make sure you remove any watches or similar devices before beginning the check-in process for your exam session.

There are no restroom breaks allowed during the majority of the assessments, so please plan accordingly.
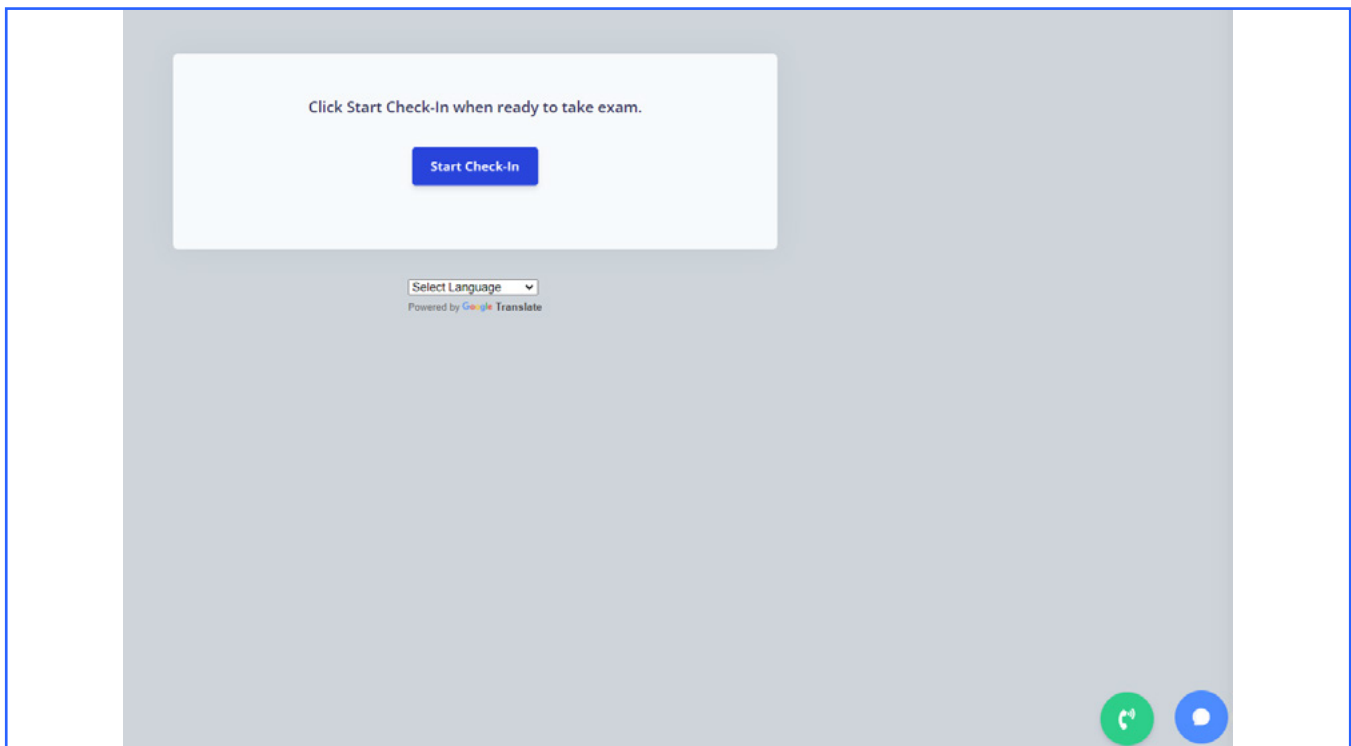
Testing Day

Use the link provided in your e-mail from **noreply@proctor360exams.com** to connect to your proctored session.
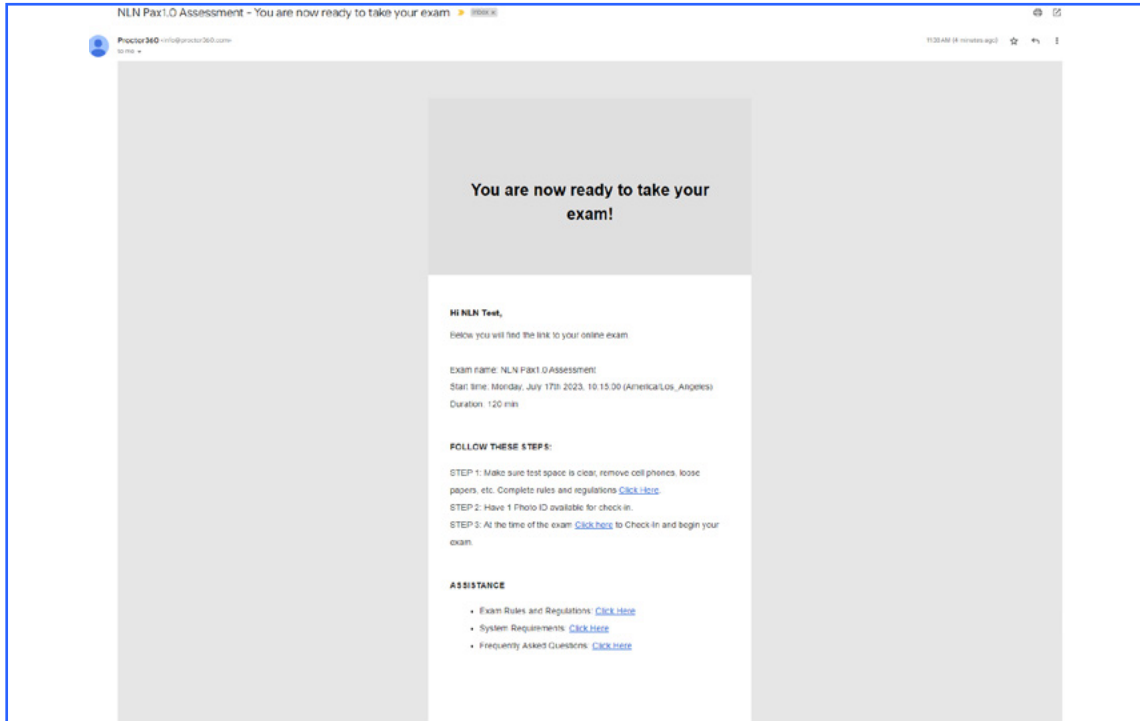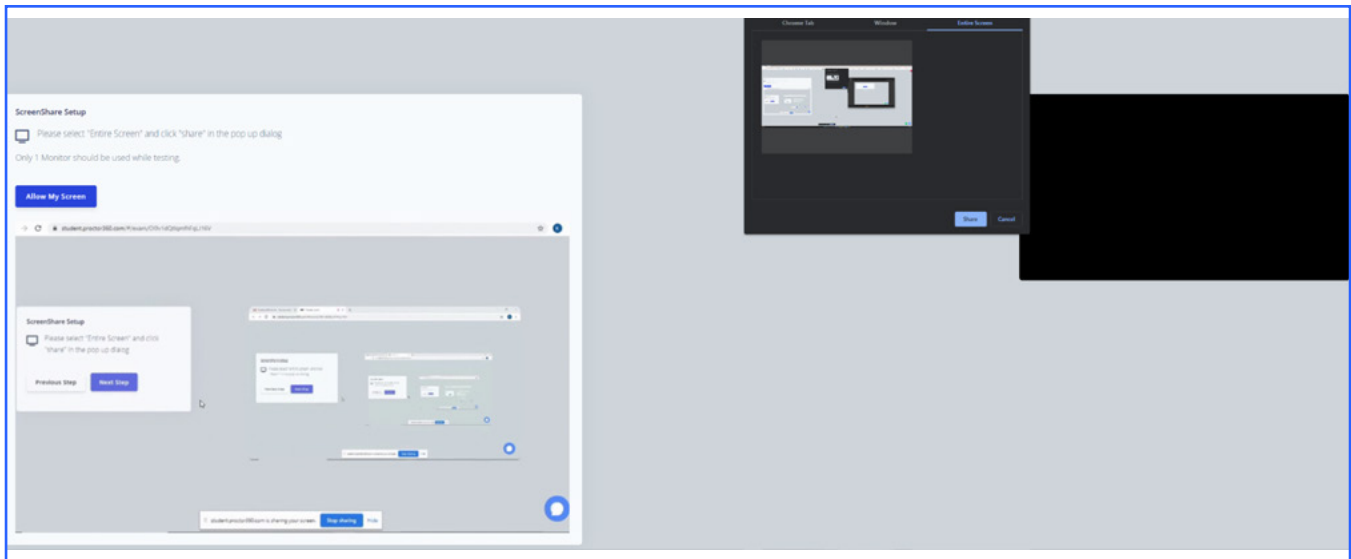

Proceed with the check-in process. A chat box will be located on the bottom right of your screen to communicate with your proctor.
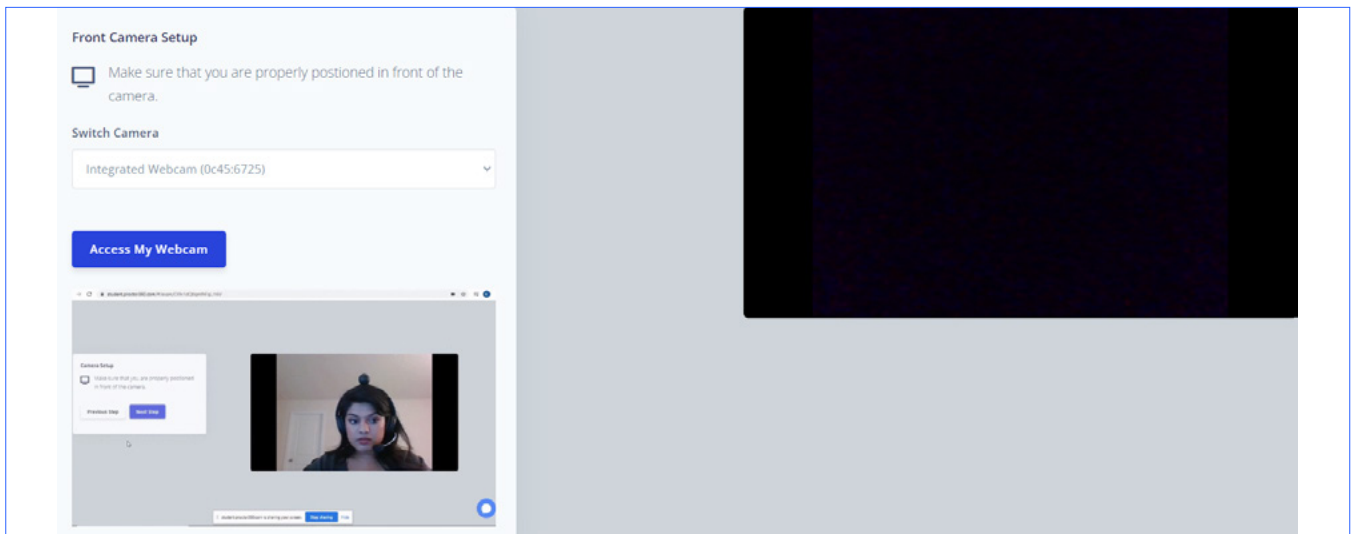
Select the entire screen, click the available screen, and select the share option.


Provide access to your webcam.

Next, your proctor needs to verify your identity. You will be asked to take a picture of your face, as well as your identification. A proctor will be required to verify your identity. Please be sure to monitor your chat box, in case your proctor provides further instructions.

The last step is to verify the security of your testing area. Please be sure that your desk is clear of any materials and that you are alone in a quiet space. Once you are ready, select the "Start Recording" button. At this time you will use your webcam to show that your desk and testing environment are clear. Once you have finished, select the complete recording option.
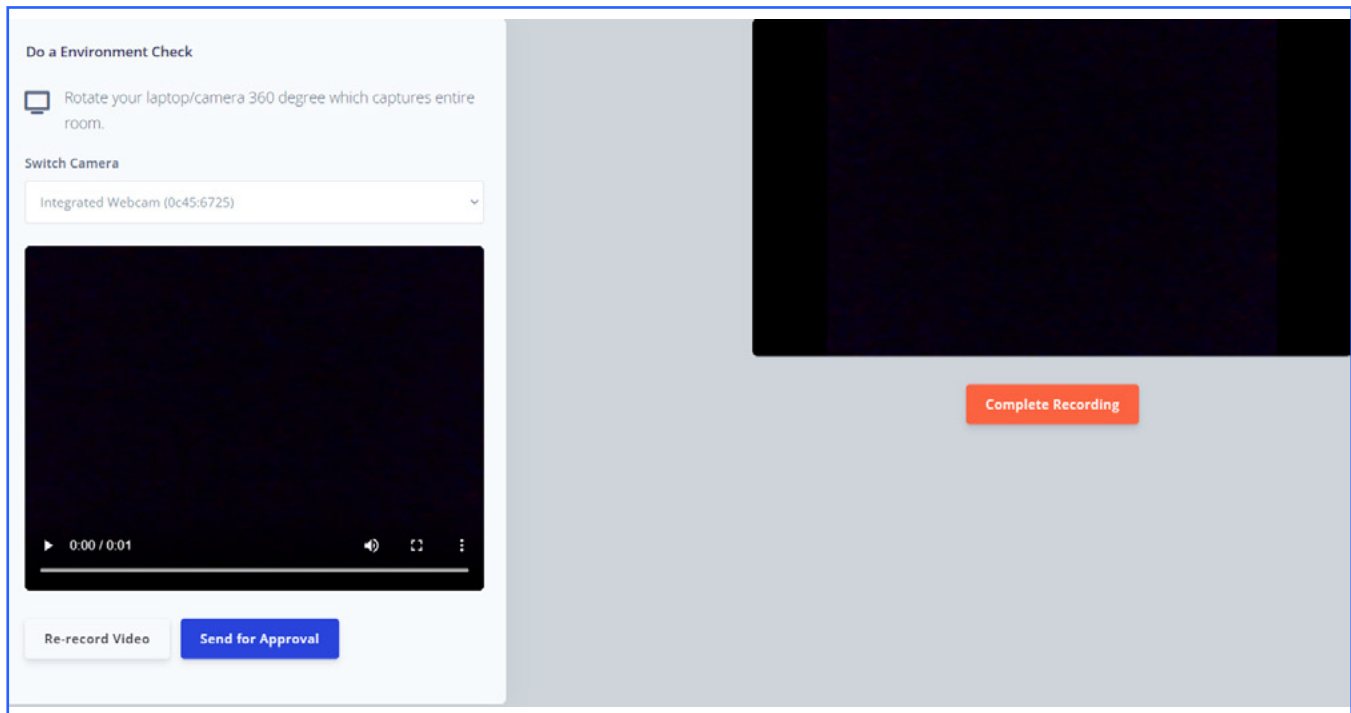
Once you are checked in you will open the NLN page in a new tab and log into your account. Use the same login that you used when purchasing/registering for your exam.

> Go under My Assessments and look under On-site for the exam you are taking. There will be a Launch button under Start.

> Click "Launch"

You will be provided a start code by the proctor via chat.

Enter the launch code in the field and click 'Begin Exam'.

If you run into any issues during your exam please communicate with the proctor via chat located at the bottom right of the screen.

Good luck with your Exam!!!