

NLN STUDENT GUIDE TO ON-SITE TESTING with SELF REGISTRATION AND STUDENT PAY

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National League for Nursing 2600 Virginia Ave. NW Washington D.C. 20037



Welcome to the NLN Assessment Services Division's Guide to taking an On-Site NLN Exam.

This guide will provide you with everything you need to:

- Create Your New NLN Account
- Register And Pay For Your On-site Exam
- How To Purchase Prep Materials And Practice Test
- How To Access Your Exam On Test Day
- How To Access Your Score Reports and Share Them With Your Institution.

Please take a few minutes to review this guide completely. If you have any questions, please use the resources provided in this document.

Thank You For Your Time And Best Of Luck On Your Exam!

Stay Safe and Be Well



TABLE OF CONTENTS	PAGE #	
NLN Testing with a Student Paid Event		
How to Create a New Account		
Register and Pay for Your Exam		
How to Purchase Prep Materials & Practice Exams	18-20	
Day of the Exam	21-25	
Starting the Exam	26-28	
Accessing Score Reports	29-34	
Miscellaneous	35	
Test Information (SKU, length, # of questions, cost, time)	36	
Prep and Practice Test Information (SKU, name and cost)	37	
How to Reset Password	38	
How to update Personal Profile	39	
Frequently Asked Questions	40-41	
Thank you	42	



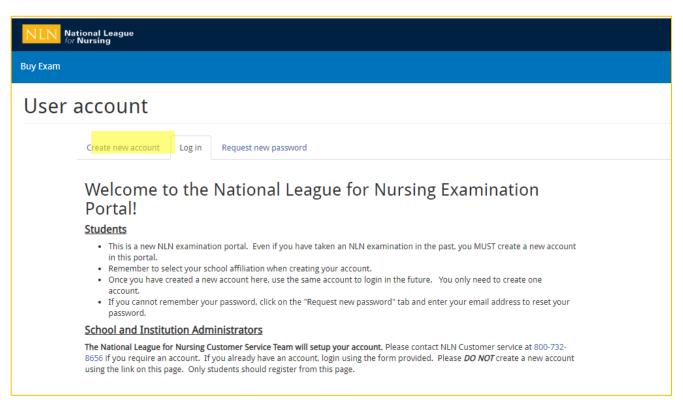
TESTING WITH STUDENT PAID EVENT

- 1. Create your new account
- 2. Register for the exam
- 3. Purchase your exam
- 4. Purchase test prep or practice materials



How to Create Your NEW NLN Account

- 1. Go to <u>www.nIntest.org</u>
- 2. Click on Create New Account



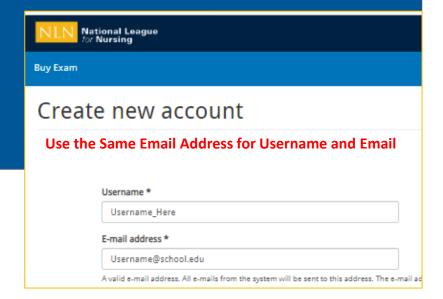
Do Not Create Multiple Accounts If You Forget Your Password, Simply Click on Request New Password



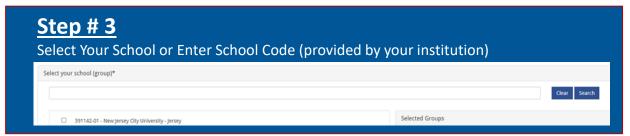
Use the Same Email Address for Username and Email

STEP # 2

This screen will pop up ,it is simple and does not identify your school in any way (If you see the same information as below you are in the right place). We recommend using your email address as your username to keep things simple!







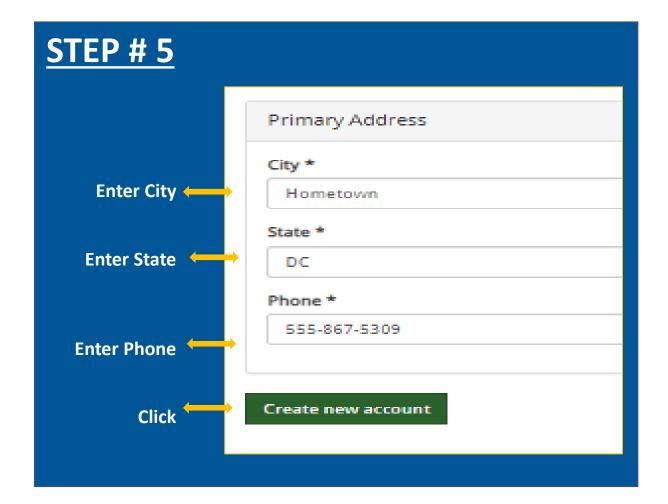


When registering your account Be Sure To Choose Your Institution!

Not linking your school will prevent them from seeing your results.









STEP # 6

You will then receive a New Account/Welcome Message

in the email you provided. It will include a link to:

- Verify your account
- Reset your password
- Set your correct time zone

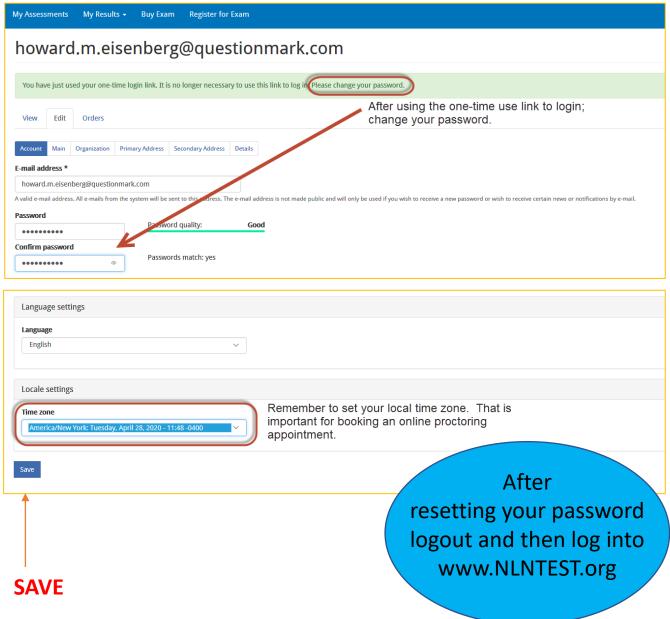
Please note: This is a one time use link for resetting your password and it will expire in 24 hours.



If you do not receive your reset email, please contact Student Services at 1-800-732-8656 ext. # 2 Monday thru Friday 8am – 4pm Central time



Reset password and set time zone

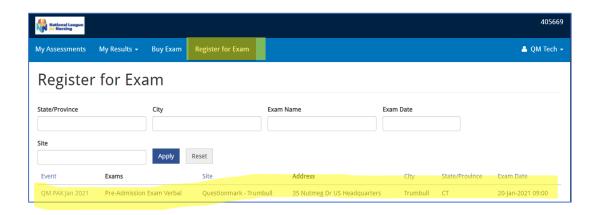




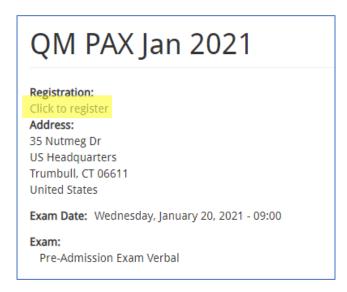
REGISTER & PAY FOR YOUR EXAM



- 1. Login to www.nlntest.org
- 2. At top, go to Register for Exam.

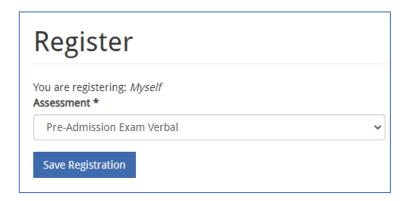


- 3. Review list of upcoming events at your school.
- 4. Click the title for any of interest.
- 5. Use Click to register for signing up.





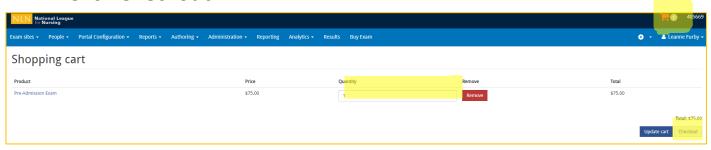
- 6. Browse available exams.
- 7. Select your exam title from the drop-down menu.



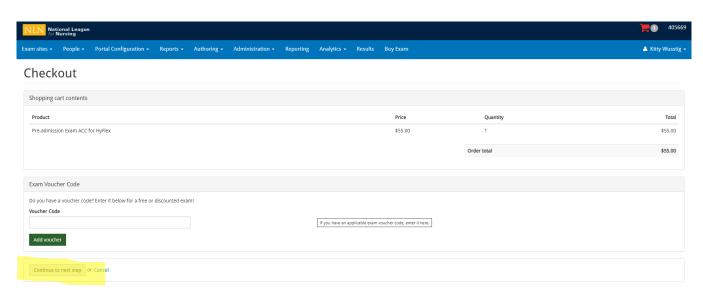
Click Save Registration.



- 6. Choose your exam quantity and it will show in your shopping cart.
- 7. Click Checkout

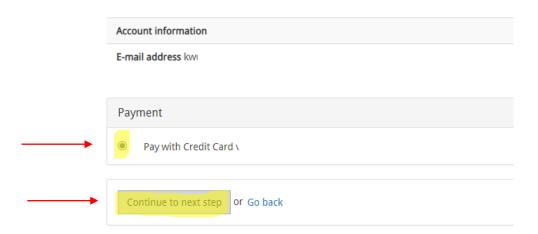


8. Click Continue to Next Step



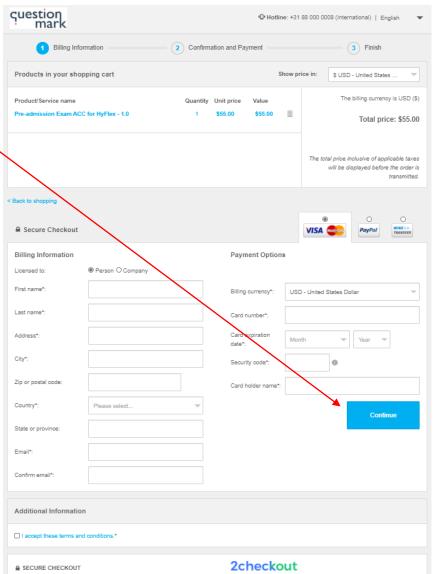


9. The Pay with Credit Card should Auto Populate 10. Click on Next Step





11. Please fill out this form completely and then press continue

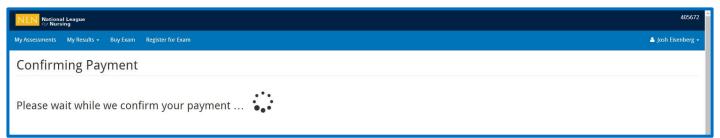




ALL Payment Issues Must Be Addressed With 2Checkout at 2Checkout



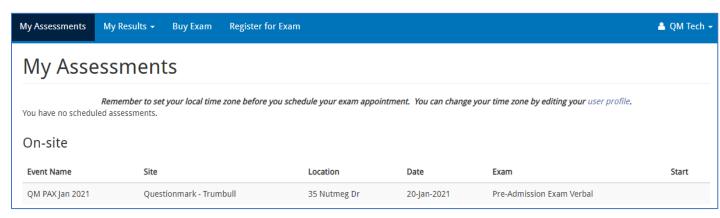
14. Payment will confirm.



15. You will receive a payment confirmation.



16. Return to My Assessments and you will see your scheduled exam



Congratulations, you have now registered for your exam!



Purchasing Prep Materials and Practice Exams



Step # 1

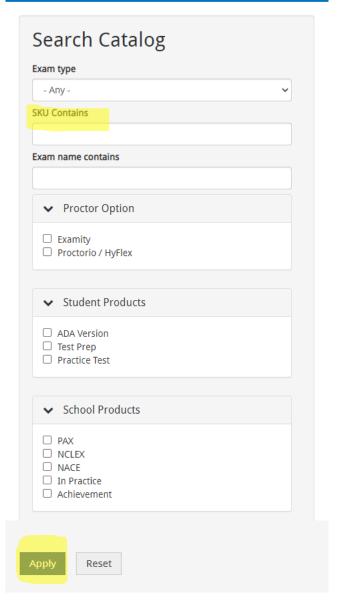
Log into www.nlntest.org

Step # 2

Select Buy Exam and this screen will pop up.

- Enter the *SKU* into the box SKU Contains and hit apply. (for a list of SKU's please see the reference page in the back of this guide.

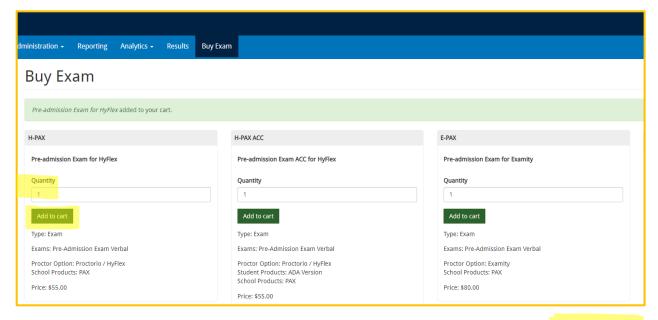






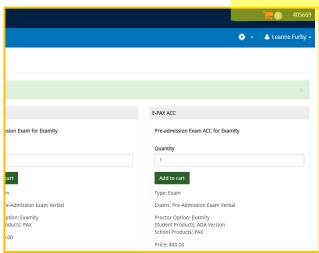
Once you have located the materials you need please complete the following steps:

- 1. Enter the Quantity you would like to purchase
- 2. Click the Add to Cart button



- 3. See Message stating the Exam added to your cart
- 4. Click on the **Shopping Cart**
- 5. Proceed through checkout

All test prep and practice exams will now show up under My Assessment Tab.





Day of the Exam

Prior to the Exam

- Arrive a few minutes early, well rested and focused
- You will need to have your Government Issued photo ID available
- Calculator and White Board if Approved by your institution
- Your NLN log in and password
- Please remind your proctor of any accommodations request.

After the Exam

- Follow any directions given to you by the Proctor
- Results for PAX exams will be available in your results tab and with your institution in approx. 4 hours.
- Results for all other exams will be available immediately to you and the institution in your NLN Account under NLN Student Reports.

PLEASE DO NOT CONTACT THE NLN TO HAVE YOUR RESULTS SENT TO THE INSTITUTION. SCORES ARE AUTOMATICALLY AVAILABLE TO ADMIN AT THE SAME TIME YOU RECEIVE THEM.*

*If you are contacted by the Institution that your scores are not appearing your will need to fill out this form Authorization to Release Scores



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.



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.



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- 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
- (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



Use of a Whiteboard & Calculator

You are allowed a single **whiteboard** no larger than 8 $1/2 \times 11$ 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.

A **Basic Calculator** may be used, however, no phones, scientific or other advanced devices are allowed.







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,

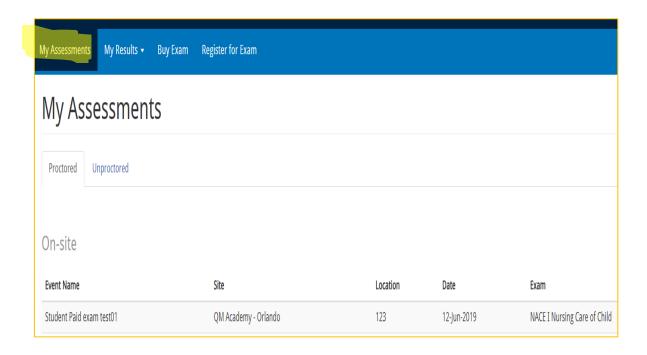


STARTING THE EXAM

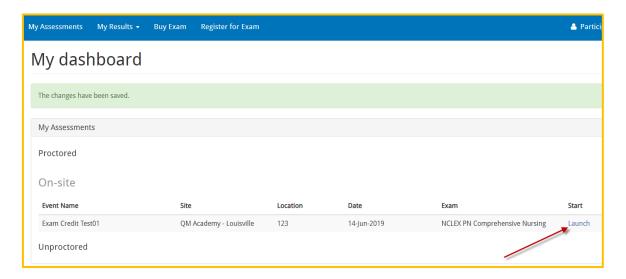


To start a NLN assessment:

- 1. Click My Assessments to view assessments only.
- Find the desired assessment and click the start button. If testing onsite, wait until instructed by the proctor.

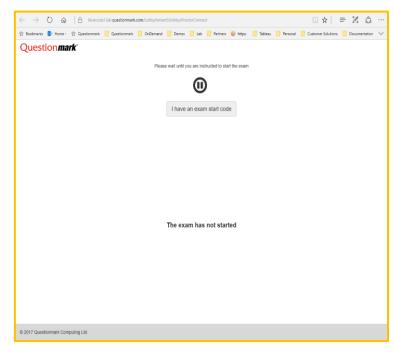






The candidate's launch link will only appear AFTER the Proctor checks-in the candidate for the event.

Upon launching the exam, the candidate will be required to enter an unlock code provided by the proctor



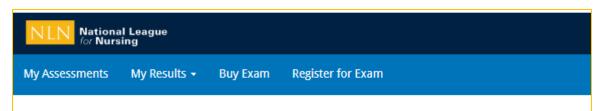


ACCESSING STUDENT SCORES

- Results Dashboard
- How to Access PAX Reports & Understanding the PAX Participant Report
- How to Access Non-PAX Reports & Understanding the Student Coaching Report



- 1.) Log in to www.nIntest.org
- 2.) Enter your Username and Password
- 3.) Click on My Results (This is what you should see)



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 nursing programs. Each school determines the minimum score for their applicants. The NLN does not set a pass/fail, nor

· 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 co

· Transcript of My Results

Your institution will provide additional information regarding:



- Required score
- Process for Repeating the exam

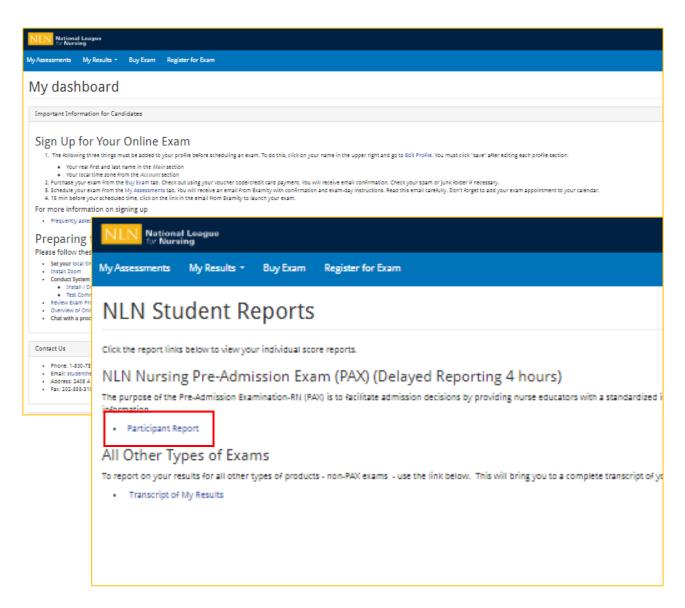
The NLN does not set a pass/fail score.

Your assessment report will be available to access from this account for up to one year.



How to Access PAX Assessment Reports

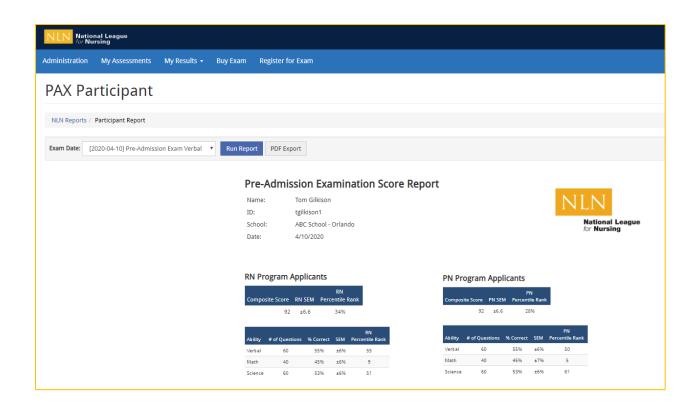
- 1. From My Dashboard click on My Results.
- 2. For your PAX scores click the **Participant Report**.





Interpreting PAX Reports

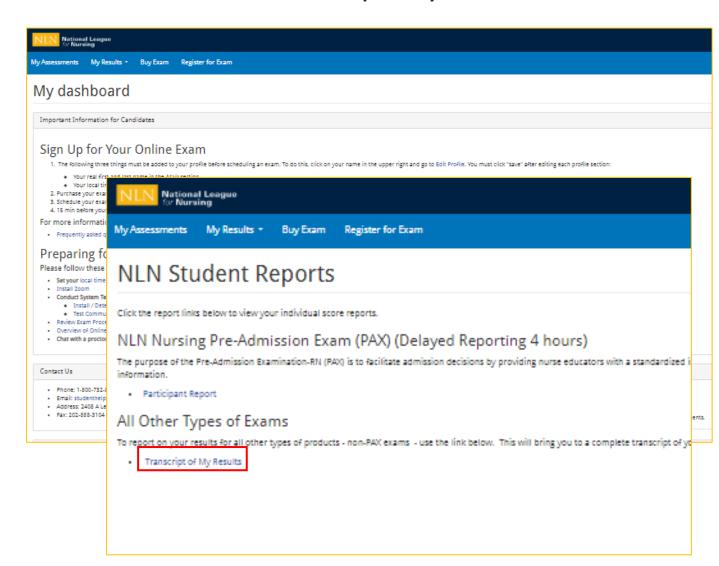
- 1. Select a result/date from the drop-down menu.
- 2. Select Run Report. You will view your report on-screen or export it to PDF.
- 3. The **Composite Score** is a statistical calculation for the combined three sections.
- 4. The **Percent Correct** is the number of test items answered correctly /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





How to Access All Other Reports

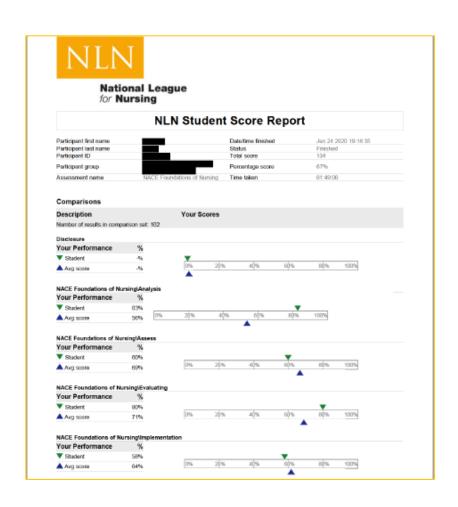
- 1. From My Dashboard click on My Results.
- 2. For all other exams click Transcript of My Results





Interpreting Coaching 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.





MISCELLANEOUS

- Onsite Exam Information (Titles, Length of Exam, # of items and Price)
- Practice Exams and Test Prep Available
- FAQ's
- Resetting Password
- Updating Account Profile



NLN ON-SITE TESTING EXAM DETAILS

SKU	TITLE	AMOUNT	ITEMS	LENGTH OF EXAM
C- PAX	Pre-admission Exam for Campus	\$45.00	40/60/40	120 min
C-NRA	Nursing Care of Adults for Campus	\$70.00	200	160 min
C-NRC	Nursing Care of Children for Campus	\$40.00	100	120 min
	Nursing Care of Childbearing Family for			
C-NRCB	Campus	\$40.00	100	120 min
C-NRF	Foundations of Nursing for Campus	\$70.00	200	160 min
	Nursing Care of Client with Mental			
C-NRMD	Disorder for Campus	\$40.00	100	120 min
C-PN-AH	PN Adult Health Nursing	\$28.00	75	90 min
C -PN-CHN	PN Child Health Nursing	\$28.00	75	90 min
C-PN-MIN	PN Maternity Infant Nursing	\$28.00	75	90 min
C-PN-MHC	PN Mental Health Concepts	\$28.00	75	90 min
C-PN-P	PN Pharmacology	\$28.00	75	90 min
C-RN-BNCI	RN Basic Nursing Care I	\$28.00	75	90 min
C-RN-BNCII	RN Basic Nursing Care II	\$28.00	75	90 min
C-RN-MHN	RN Mental Health Nursing	\$28.00	75	90 min
C-RN-NCAI	RN Nursing Care of Adults I	\$28.00	75	90 min
C-RN-NCAII	RN Nursing Care of Adults II	\$28.00	75	90 min
C-RN-NCC	RN Nursing Care of Children	\$28.00	75	90 min
C-RN-NCCF	RN Nursing Care of Childbearing Family	\$28.00	75	90 min
C-RN-P	RN Pharmacology	\$28.00	75	90 min
C-RN-PA	RN Physical Assessment	\$28.00	75	90 min
C-RN-PCN	RN Pharmacology in Clinical Nursing	\$28.00	75	90 min
C-AP	Multi Anatomy and Physiology	\$28.00	75	90 min
C-NUT	Multi Nutrition	\$28.00	75	90 min
C-MICRO	Multi Microbiology	\$28.00	75	90 min
C- NCLEX-PN	NCLEX Readiness PN	\$45.00	100	120 min
C- NCLEX-RN	NCLEX Readiness RN	\$45.00	100	120 min



TEST PREP / PRACTICE EXAMS /FLASH CARDS

Student must have an NLN Account to Access these materials

				LENGTH OF
SKU	TITLE	AMOUNT	ITEMS	EXAM
FC-PN	NLN Flash Cards for PN	\$20.00	varies	untimed
FC-RN	NLN Flash Cards for RN	\$20.00	varies	untimed
PAX-PREP-B-MATH	PAX Prep Bonus Math Exam	\$20.00	40	40 min
PAX-PREP-B-SCIENCE	PAX Prep Bonus Science Exam	\$20.00	60	40 min
PAX-PREP-B-VERBAL	PAX Prep Bonus Verbal Exam	\$20.00	60	40 min
PAX-PREP-MATH	PAX Prep Math Exam	\$25.00	varies	untimed
PAX-PREP-SCIENCE	PAX Prep Science Exam	\$25.00	varies	untimed
PAX-PREP-VERBAL	PAX Prep Verbal Exam	\$25.00	varies	untimed
PRAC-MU-N	PRAC MU Nutrition	\$15.00	varies	untimed
PRAC-PN-AHN	PRAC PN Adult Health Nursing	\$15.00	varies	untimed
PRAC-PN-CHN	PRAC PN Child Health Nursing	\$15.00	varies	untimed
PRAC-PN-F	PRAC PN Fundamentals	\$15.00	varies	untimed
PRAC-PN-MHC	PRAC PN Mental Health Concepts	\$15.00	varies	untimed
PRAC-PN-MIN	PRAC PN Maternity Infant Nursing	\$15.00	varies	untimed
PRAC-PN-P	PRAC PN Pharmacology	\$15.00	varies	untimed
PRAC-RN-BNCI	PRAC RN Basic Nursing Care I	\$15.00	varies	untimed
PRAC-RN-BNCII	PRAC RN Basic Nursing Care II	\$15.00	varies	untimed
PRAC-RN-NCAI	PRAC RN Nursing Care of Adults I	\$15.00	varies	untimed
PRAC-RN-NCAII	PRAC RN Nursing Care of Adults II	\$15.00	varies	untimed
PRAC-RN-NCC	PRAC RN Nursing Care of Children	\$15.00	varies	untimed
	PRAC RN Nursing Care of Childbearing			
PRAC-RN-NCCF	Family	\$15.00	varies	untimed
PRAC-RN-P	PRAC RN Pharmacology Assessment	\$15.00	varies	untimed
PRAC-RN-PA	PRAC RN Physical Assessment	\$15.00	varies	untimed



How to Reset My Password

- 1. Go to <u>www.nlntest.org</u>
- 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.



To update your NLN profile:

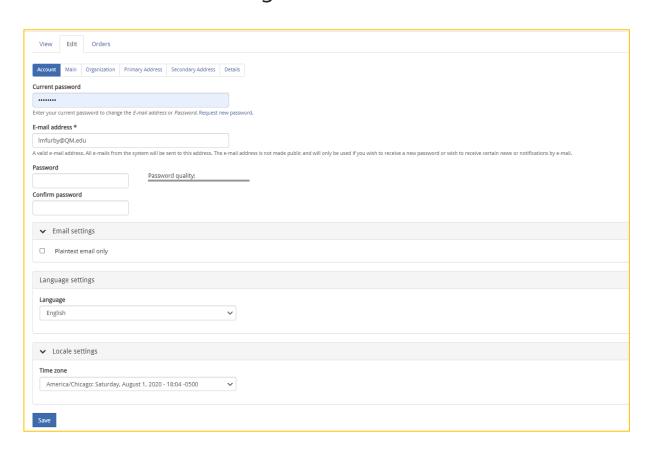
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Edit Profile

Log out

- 1. Go to <u>www.nlntest.org</u>
- 2. Click your username in the portal menu, and select **Edit profile**
- In the **Edit** tab, you can change your password, email address, phone number, time zone, etc.
- 4. Click to save changes.





Frequently Asked Questions

Why can I not log into my account?

Are you logging into the new portal site www.nlntest.org? Do you have more than one account?

Why can my school not see my scores?

You did not choose a school when setting up your account.

What can I do about that?

Please complete this form Authorization to Release Scores

How do I request a copy of my scores be sent to another location?

<u>Please complete this form Authorization to Release Scores</u>

Does the NLN limit the number of times a student takes an exam?

No, but your school may have restrictions - please check with your institution for more information.

Can Luse a calculator and a whiteboards

Please see the information on page 24 of this guide

How much time does the NLN recommend a student take between exams?

The only recommendation we make is that a student wait 24 hours between PAX exams

How do I report and issue with an exam?

NLN STUDENT SUPPORT

How long are the exams?

Please see the information on page 36/37 of this guide

How many questions?

Please see the information on page 36-37 of this guide

What is the cut score? Pass/Fail?

The NLN does not suggest, nor set, cut scores or pass fail percentages



Frequently Asked Questions

I was over charged when I bought my exam and I need a refund

Please contact 2Checkout for all refund questions. https://www.2co.com/#contactUs

I would like my test to be hand scored.

NLN Student Customer Support

How do I reset my password?

See page 38 of this guide

How do I update my profile?

See page 39 of this guide

I recently got married/divorced how do I change my name on my profile?

Please email student help@nln.org

How long does the NLN keep scores on file?

Three years

What is your refund policy?

The NLN has a strict NO REFUND POLICY unless you have been over charged. Exams that have been taken or launched ARE NOT eligible for a refund. All refund request are to be made to our vendor https://www.2co.com/#contactUs

To reschedule your test date, please contact your institution.
The NLN DOES NOT SCHEDULE OR RESCHEDULE TESTING EVENTS.



Thank You For Your Time!

If you have any additional questions, please feel free to reach out to the NLN Assessment Services Division and one of our team members will be happy to assist you.

PHONE: 1-800-732-8656 ext. #2

EMAIL: studenthelp@nln.org

NLN STUDENT SUPPORT:

NLN Student Customer Support

Please note: Customer Service Is Available
Monday thru Friday
8am – 4pm (Central Time)