



**National League  
for Nursing**  
Testing Services

## How to Instruct Students for Upcoming NLN Exams

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Visit: [www.nlnonlinetesting.org](http://www.nlnonlinetesting.org)

### Step 1:

#### Existing Users (Account Created in Questionmark)

Login with your username and password using the form provided. If you cannot remember your password request a new password using the link provided. **Login Names and Passwords from previous system (2007 - 2016) are not valid.**

#### New Students (no account in Questionmark)

New students can register by using the Create New Account link provided. Existing students can login with an existing username and password. If you cannot remember your password, then **request a new password** using the link provided. Creating multiple accounts will create errors in score reporting. **You must use a valid email and have access to your email account to complete account creation.**

### Step 2:

**To register for your exam:**

**Click Exam Sessions:** The **Exam Sessions** tab will display the exams sessions you will need to register for.

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Your school/ facility should have created a unique exam session name for you to easily find when registering. Before you go to register make sure you know the name of the exam session.

You will see a message that states your registration has been saved.

### **On the Day of Your Exam:**

**Click My Exams:** On exam day you will access your exam here under the **My Exams** tab. When it is time to take the exam your proctor will release the exam link. You will click on the **My Exams** tab, and select the **Launch** button to begin the exam.

**Be sure to read and follow all on screen instructions.**

### **Refund and Rescheduling Policy:**

#### **Refunds**

Please note that once you have applied to take an NLN Exam, the application fee, cost for the exam, and fees associated with score reports are non-refundable.

#### **Rescheduling**

If you would like to reschedule your exam, you must do so at least 5 days prior to closing date of the registration. To reschedule your exam, email

[customerhelp@nlm.org](mailto:customerhelp@nlm.org)

Provide your name, login name, date and location of your exam and the best way to contact you. Each time you reschedule an exam you will be charged a \$15 rescheduling fee.

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