

The logo for the National League for Nursing (NLN) Testing Services, featuring the letters 'NLN' in a white serif font on a yellow square background.

**National League
for Nursing**
Testing Services

Student Guide for NLN HyFlex Testing with Coupon Code Purchase

Fall 2020

User Pay with Onsite or Remote Testing

- Candidate To-Do
 - Know where you are testing
 - 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
 - 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 User Guide pdf document
2.	Create an account for our institution go to Remain at Home
3.	Details alphanumeric field*
4.	Click email link to set up a password
5.	Click Buy Exam: Follow instructions to pay by Credit Card or Coupon
6.	Click My Assessments 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]



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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

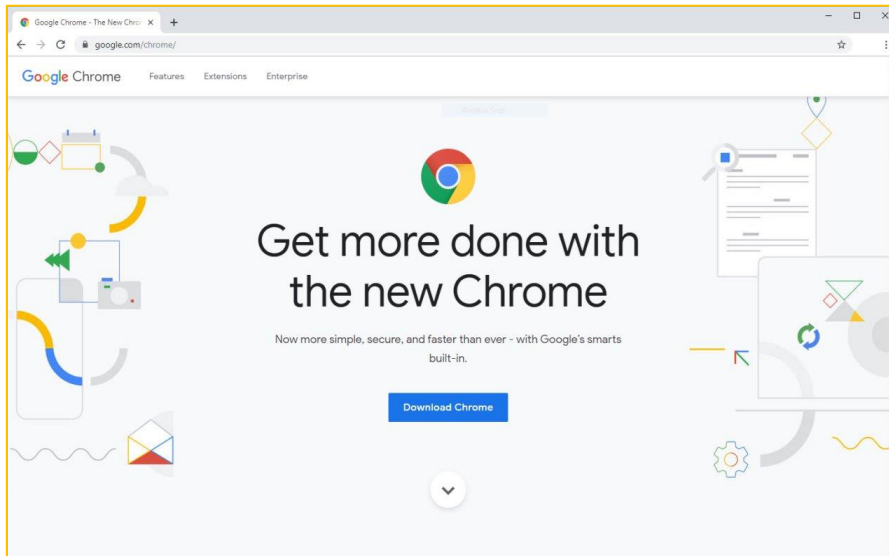
- Proctorio offers a flexible service, which may include recording of video, audio, and screen activity. Test takers are encouraged to use a practice exam to test their system prior to taking an exam.
- Virtual machines and proxy connections will not work.

	Windows	Mac	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®

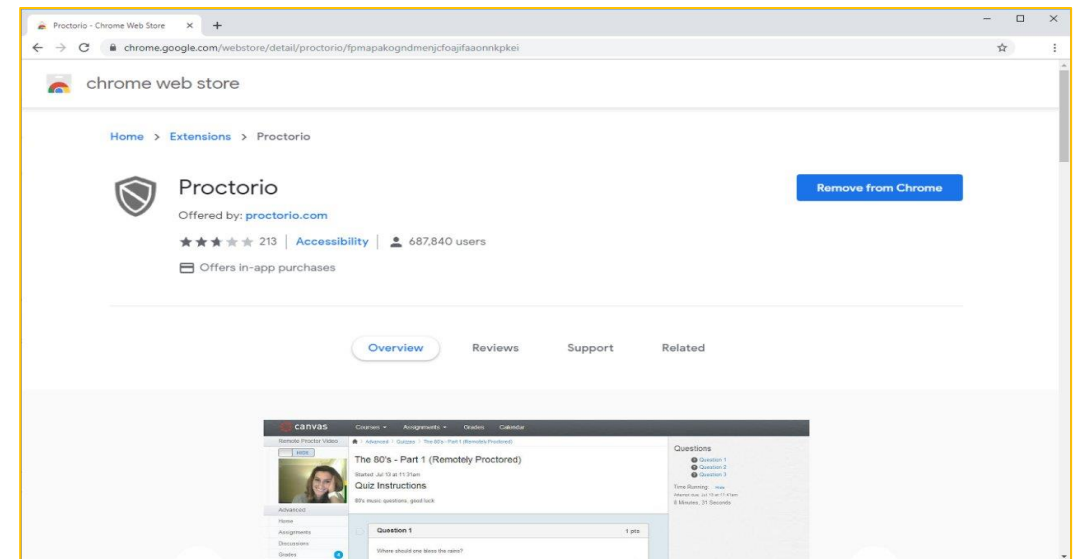
- **Step 1 Install Google Chrome**

- 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 Extension**

- Install the [Proctorio Chrome extension](#). This process is automatic and only needs to be done once. The extension will update automatically.



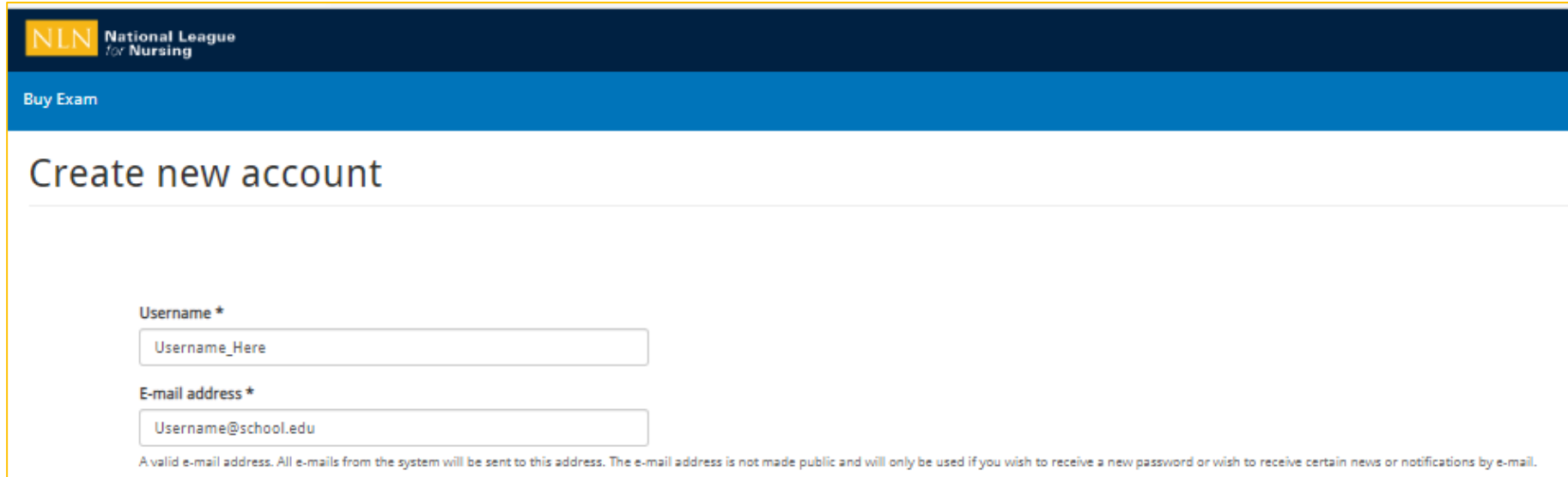
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CREATE NEW ACCOUNT

- 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 bar with 'Buy Exam' text. The main content area is white and titled 'Create new account'. It contains two input fields: 'Username *' with the placeholder 'Username_Here' and 'E-mail address *' with the placeholder 'Username@school.edu'. Below the fields is a small note: '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 word "First".
- Last Name ***: A text input field containing the word "Last".
- Middle Name**: A text input field containing the word "Optional".
- Gender**: A text input field containing the word "Optional".
- Date of Birth ***: A section with three sub-inputs: "Month" (01), "Day" (01), and "Year" (2001).
- Details**: A text input field containing the 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,

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-ejXXO

This link can only be used once to log in and will lead you to a page where you can set your password.

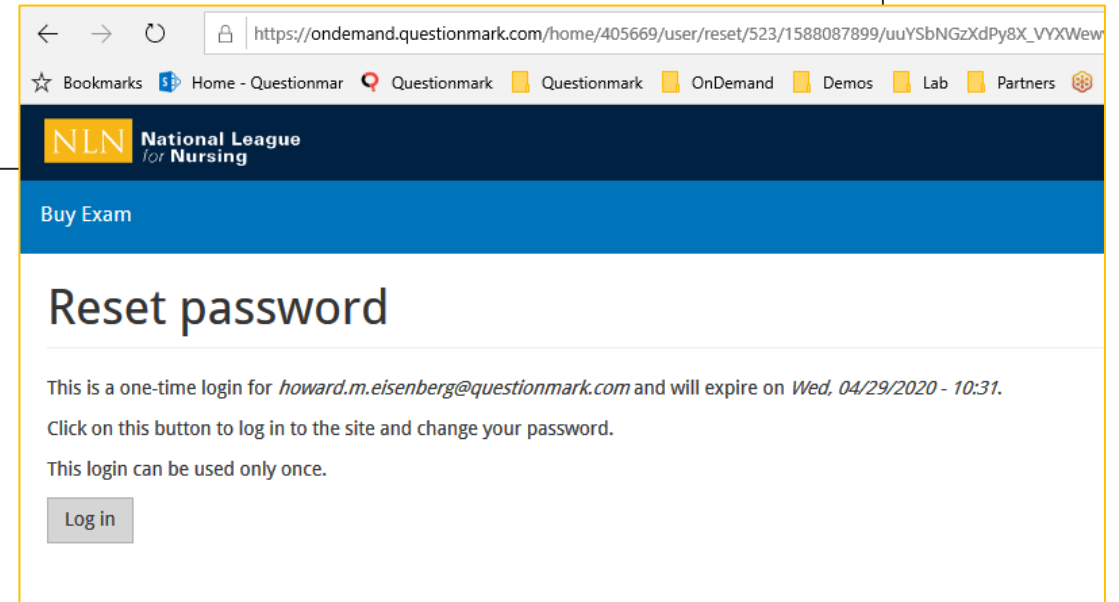
After setting your password, you will be able to log in at <https://ondemand.questionmark.com/home/405669/user> in the future using:

username: howard.m.eisenberg@questionmark.com

password: Your password|

-- NLN Testing team

One-time use link allows student to activate account and reset password.



The password link will expire after 24 hours. To receive a new link, go to 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

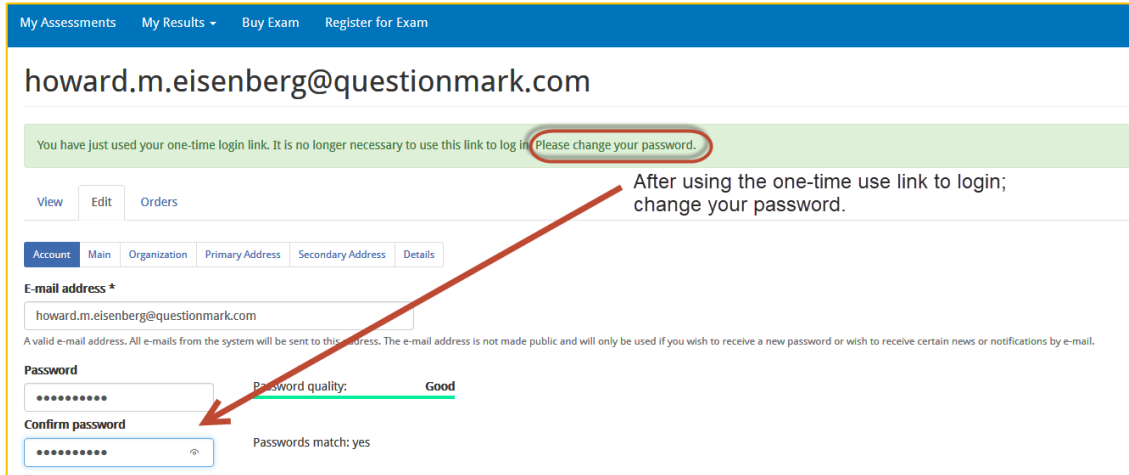
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

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

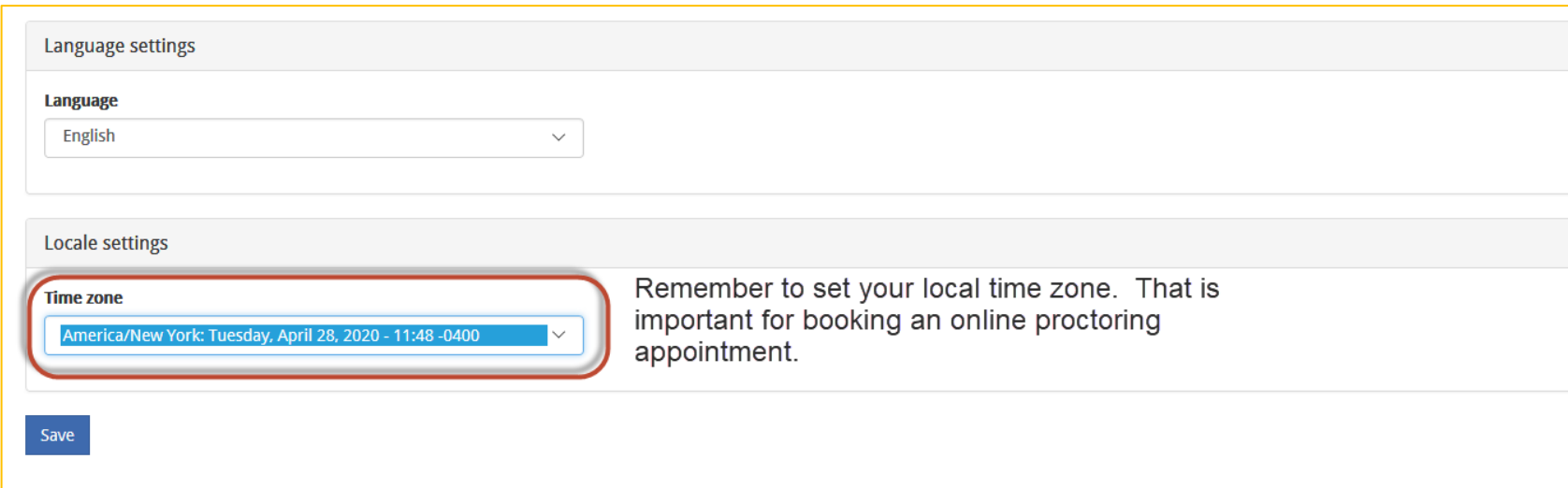
Locale settings

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



The logo consists of the letters 'NLN' in a white, serif font, centered within a solid yellow square.

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Buy Exam

Buy Exam – Step 1 - Add to cart

To Begin:

- All HyFlex exams are visible by selecting the Proctorio / HyFlex option
- Click on **SKU Contains** and type the exam your school is requiring
 - H-PAX – Pre-Admission
 - H- N (To display NACE Exams)

Search Catalog

Exam type
- Any -

SKU Contains

Exam name contains

Proctor Option

- Examity
- Proctorio / HyFlex

H-PAX ACC require ADA approval

Buy Exam

H-PAX	H-PAX ACC
Pre-admission Exam for HyFlex	Pre-admission Exam ACC for HyFlex
Quantity: 1	Quantity: 1
Add to cart	Add to cart
Type: Exam	Type: Exam
Exams: Pre-Admission Exam Verbal	Exams: Pre-Admission Exam Verbal
Proctor Option: Proctorio / HyFlex	Proctor Option: Proctorio / HyFlex
School Products: PAX	Student Products: ADA Version
	School Products: PAX
Price: \$55.00	Price: \$55.00



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

Buy Exam – Step 2 - Browse to cart

3

The screenshot shows the 'Buy Exam' page in a web application. At the top, there is a navigation bar with 'Buy Exam' selected. A green notification banner at the top of the main content area states 'Pre-admission Exam for HyFlex added to your cart.' Below this, there are four exam product cards arranged in a 2x2 grid. Each card has a title, a 'Quantity' input field with '1' entered, and a green 'Add to cart' button. The cards are: 1. H-PAX: Pre-admission Exam for HyFlex, Price: \$55.00. 2. H-PAX ACC: Pre-admission Exam ACC for HyFlex, Price: \$55.00. 3. E-PAX: Pre-admission Exam for Examity, Price: \$80.00. 4. E-PAX ACC: Pre-admission Exam ACC for Examity, Price: \$80.00. A blue circle with the number '1' is positioned to the left of the first 'Add to cart' button. A blue circle with the number '2' is positioned to the left of the notification banner. A blue circle with the number '3' is positioned in the top right corner of the overall image.

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

The screenshot displays the 'Buy Exam' interface. On the left is a 'Search Catalog' sidebar with filters for Exam type, SKU Contains, Exam name contains, Proctor Option, Student Products, and School Products. The 'Student Products' filter has 'Test Prep' selected. The main area shows a grid of exam options:

Exam Type	Exam Title	Quantity	Price	Student Products
FC-PN	NLN Flash Cards for PN	1	\$20.00	Test Prep
FC-RN	NLN Flash Cards for RN	1	\$20.00	Test Prep
PAX-PREP-MATH	PAX Prep Math Exam	1	\$25.00	Practice Test, Test Prep
PAX-PREP-SCIENCE	PAX Prep Science Exam	1	\$25.00	Practice Test, Test Prep
PAX-PREP-VERBAL	PAX Prep Verbal Exam	1		Practice Test, Test Prep
PAX-PREP-B-MATH	PAX Prep Bonus Math Exam	1		Practice Test, Test Prep
PAX-PREP-B-SCIENCE	PAX Prep Bonus Science Exam	1		Practice Test, Test Prep
PAX-PREP-B-VERBAL	PAX Prep Bonus Verbal Exam	1		Practice Test, Test Prep

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

The screenshot shows the NLN shopping cart interface. The cart contains one item: 'Pre-Admission Exam' with a price of \$75.00 and a quantity of 1. The total amount is \$75.00. A red arrow points to the 'Checkout' button.

Product	Price	Quantity	Remove	Total
Pre-Admission Exam	\$75.00	1	Remove	\$75.00

Total: \$75.00

[Update cart](#) [Checkout](#)

1. Review Quantities & Total, Update Cart if changed and then Click **Checkout**

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

3. Review order and click **Pay with Coupon Code**

NOTE: You may add PAX Prep Products to your cart and pay the difference by Credit Card or PayPal.

Buy Exam – Step 4- Payment Information

If you have an exam voucher code from your agency, enter here



My Assessments My Results Buy Exam Register for Exam Howard Eisenberg

Checkout

Shopping cart contents

Product	Price	Quantity	Total
Software Development Exam	\$50.00	1	\$50.00
Order total			\$50.00

Exam Voucher Code

Do you have a voucher code? Enter it below for a free or discounted exam!

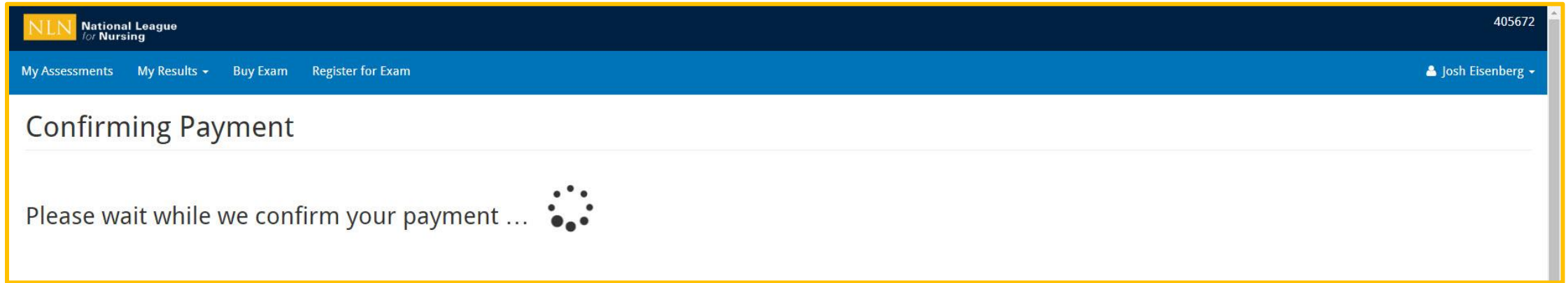
Voucher Code

Add voucher

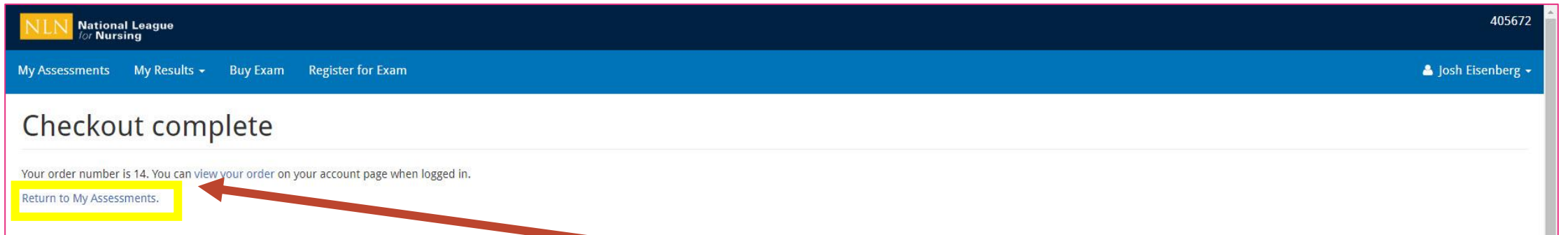
[Continue to next step](#) or [Cancel](#)

If you have a remaining balance greater than \$0.00, the system will advance to a payment option screen.

Buy Exam - confirm payment; checkout complete



This screenshot shows the 'Confirming Payment' page. The header includes the NLN logo and navigation links: 'My Assessments', 'My Results', 'Buy Exam', and 'Register for Exam'. The user is identified as 'Josh Eisenberg'. The main content area displays the title 'Confirming Payment' and a message: 'Please wait while we confirm your payment ...' followed by a circular loading spinner.



This screenshot shows the 'Checkout complete' page. The header is identical to the previous screenshot. Below the header, 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.

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Before You Click to Start the Exam
Next Steps:

Starting Proctorio

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.

You will be prompted to:

- Complete System Diagnostics Test
- Show your ID Card
- Complete a Camera Test – Make sure the room is well lit and you appear in camera

Inside the Exam – Quiz Tools

- Zoom In /Out
- Calculator
- White board
- Support Chat

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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.

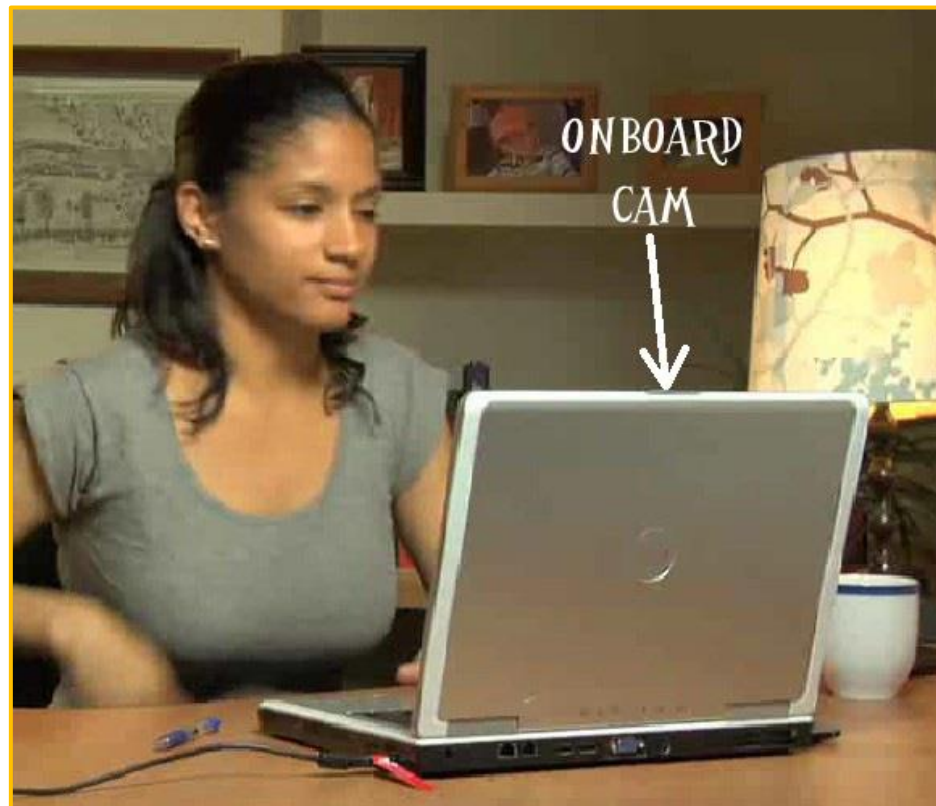


Unacceptable Documents

- | | | | |
|---|---|--|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • DHS Card or documents (Department of Human Services) • Fishing License • HFS Card (Healthcare and Family Services) • Handwritten ID/Employment Card • Hunting License | <ul style="list-style-type: none"> • Illinois Concealed Carry Card • Illinois FOID Card • Instruction Permit/Receipt • Insurance Card • International Driving Permit • Library Card • Personal Mail | <ul style="list-style-type: none"> • Traffic Citation (Arrest Ticket) • Unlicensed Financial Institution Loan Papers • Vehicle Registration • Video Club Membership Card • Wallet ID |
|---|---|--|---|

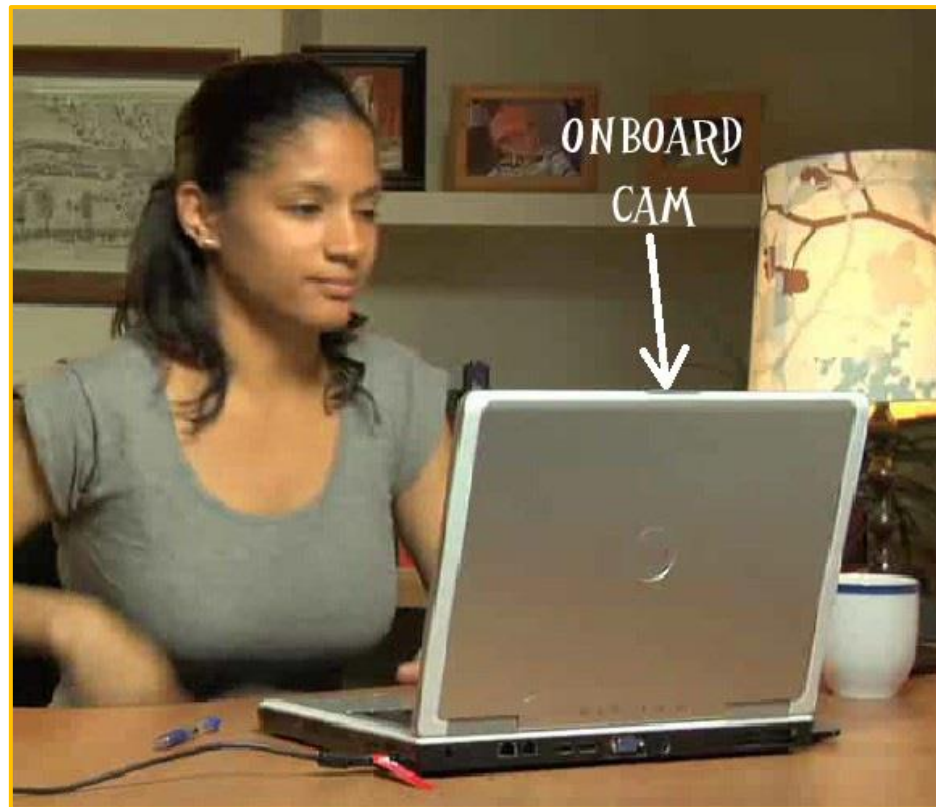
When Testing from Home: Testing Environment / Workspace Requirements

- ❑ 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



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.

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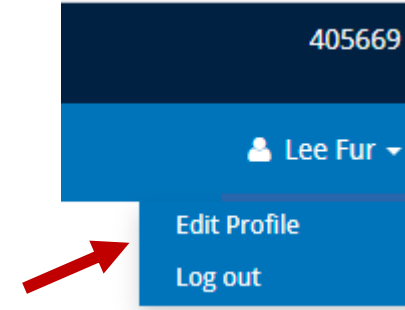
Starting the Exam

- Identification Requirements

How can I Update My Profile?

To update your NLN profile:

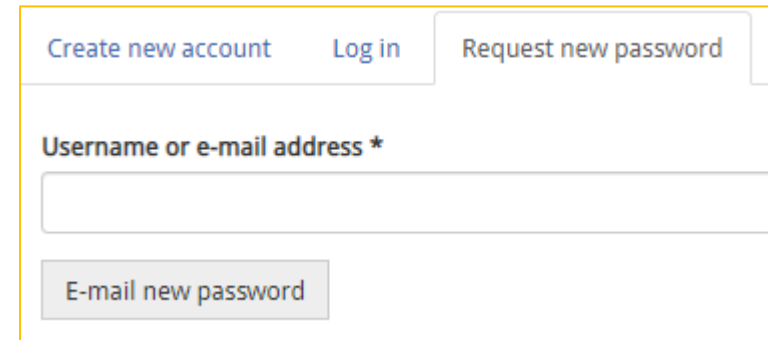
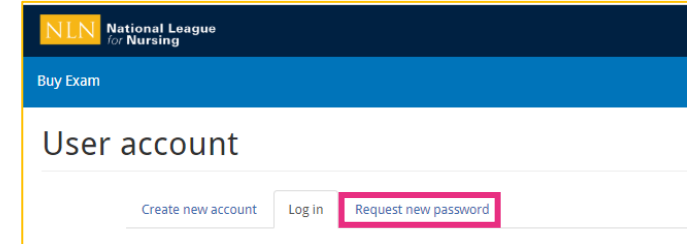
1. Go to Questionmark www.nlntest.org
2. Click your username in the portal menu, and select **Edit profile**
3. In the **Edit** tab, you can change your password, email address, phone number, time zone, etc.
4. Click to **save** changes.

A screenshot of the 'Edit Profile' form. The form has tabs for 'View', 'Edit', and 'Orders', with 'Edit' selected. Below the tabs are sub-tabs: 'Account', 'Main', 'Organization', 'Primary Address', 'Secondary Address', and 'Details', with 'Account' selected. 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 the input '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
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

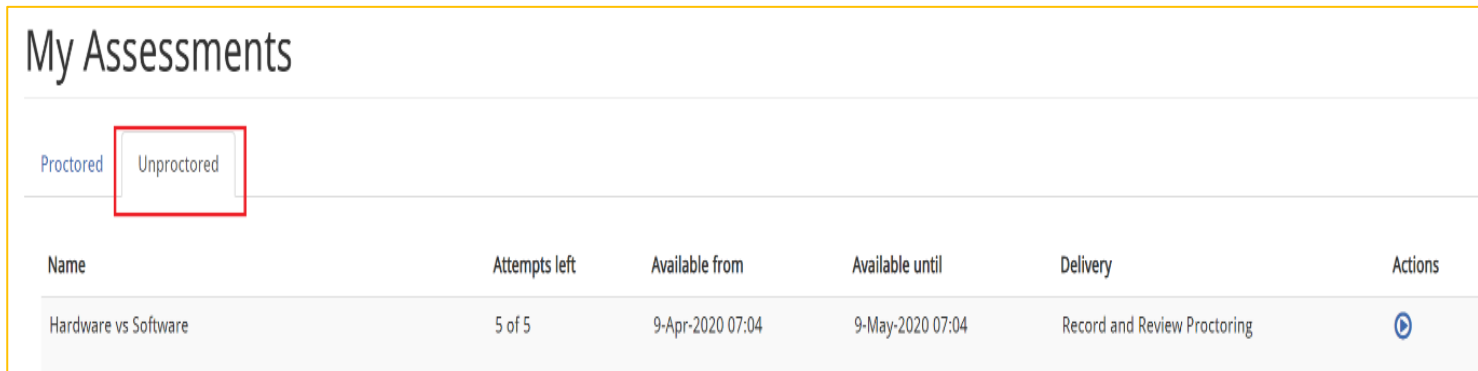
This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- 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



My Assessments

Proctored Unproctored

Name	Attempts left	Available from	Available until	Delivery	Actions
Hardware vs Software	5 of 5	9-Apr-2020 07:04	9-May-2020 07:04	Record and Review Proctoring	

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,
- .

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Reports for participants

How to Access Reports

My Dashboard

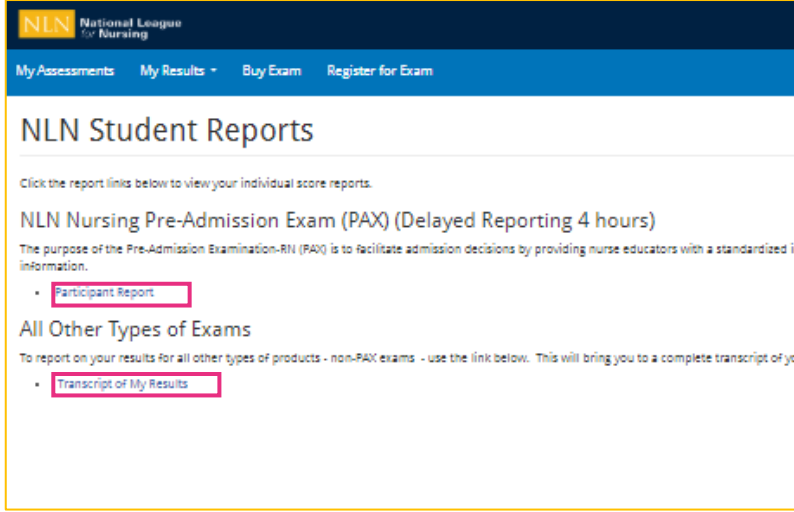
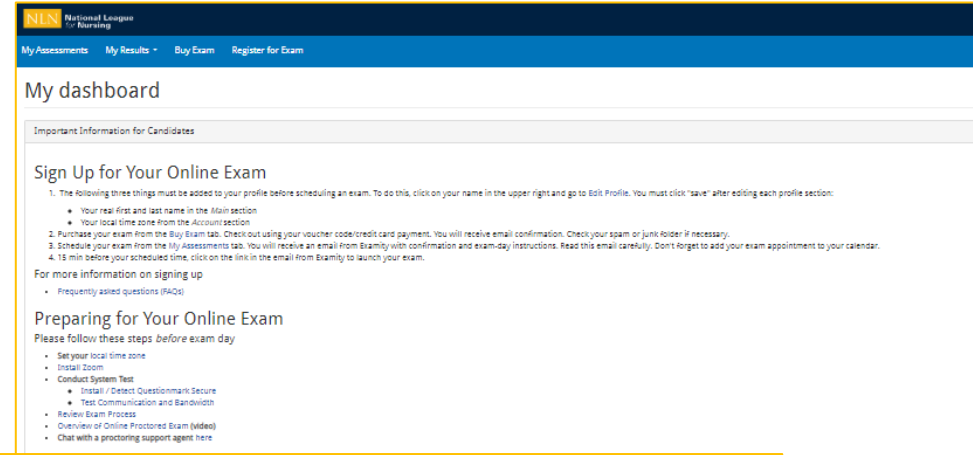
Understanding the PAX Participant Report

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
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**.
6. For all other exams click **Transcript of My Results**



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

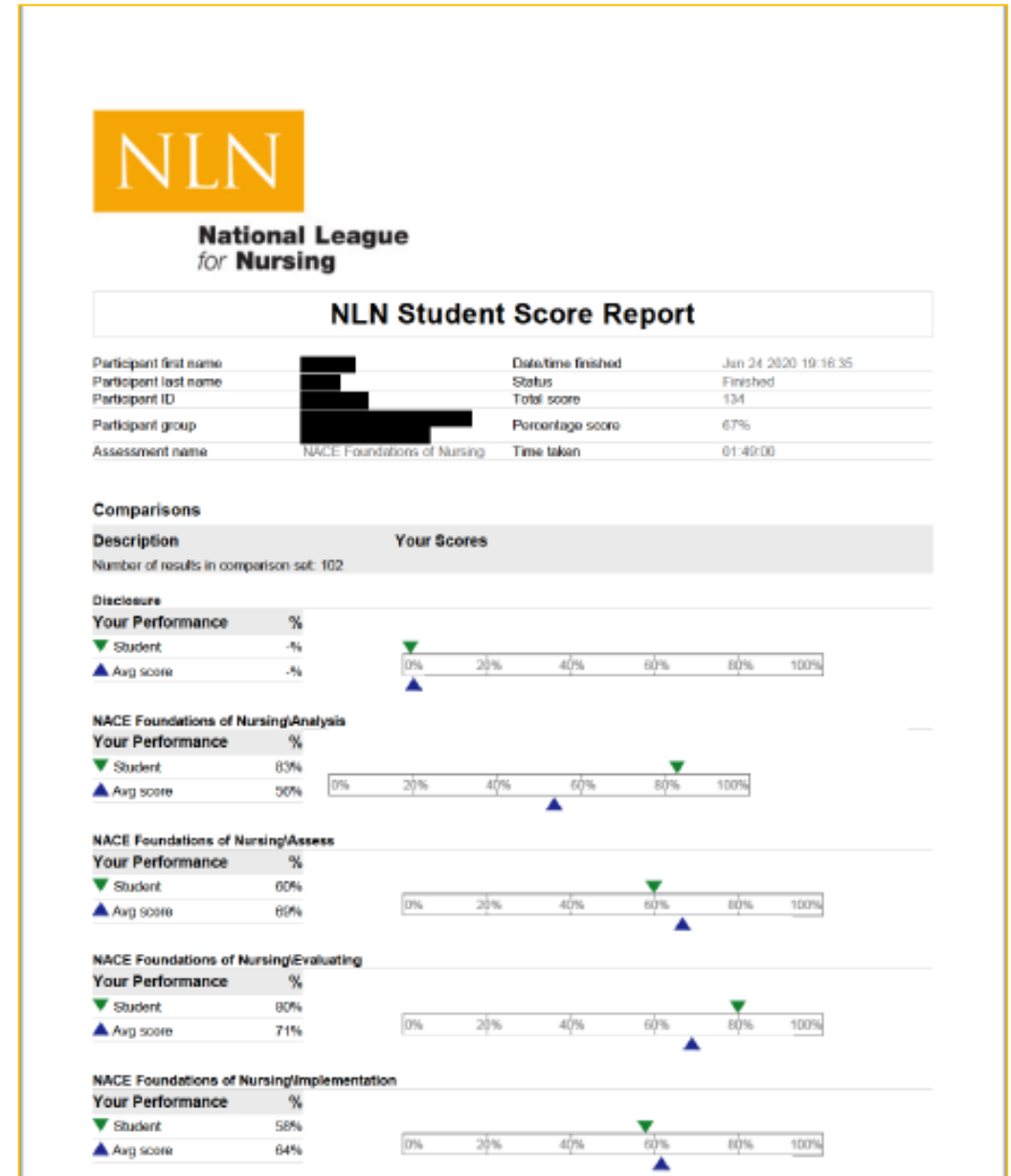
PN Program Applicants

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

Non-PAX 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.



The logo for the National League for Nursing, featuring the letters 'NLN' in a white serif font on a yellow square background.

**National League
for Nursing**
Testing Services

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>

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