

Test Candidate's Guide Taking NLN Exams Online with Proctor360

For San Antonio College Department of Nursing Education

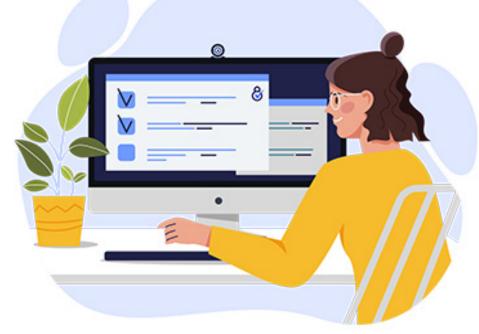
Purchasing Your Exam

Scheduling Your Exam Session

Verifying Tech Requirements

Taking Your Exam

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San Antonio College

Department of Nursing Education

Due Dates for Career Mobility Nursing Application

Application Period	Date Exam is Due
Summer 2024	December 31, 2023
Fall 2024	March 3, 2024
Spring 2025	September 22, 2024
Summer 2025	December 31, 2024
Fall 2025	March 2, 2025
Spring 2026	September 21, 2025
Summer 2026	December 31, 2025
Fall 2026	March 1, 2026
Spring 2026	September 20, 2026



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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 <u>www.nlntest.org</u>
- Select Create "New Account"
 - Fill out all required fields
- You will receive an e-mail from <u>Questionmark.com</u>. Follow the instructions to complete the creation of your account

Purchasing Your Assessment

- Log into <u>www.nlntest.org</u> 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 <u>find the system</u> 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 <u>Support Portal</u>.

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 <u>https://support.proctor360.com/help/313287300</u> 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: **San Antonio College**

National Lasgue	English v 4056
Buy Exam	
User account	
Create new account Log in Request new password	
Username *	
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A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail addre password or wish to receive certain news or notifications by e-mail.	ss is not made public and will only be used if you wish to receive a new
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O42321-02 - NLN University - (ON-SITE TESTING)	TESTING)
Page 1 of 1	

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

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Create new account	



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.*

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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.

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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.

For SAC Nursing you will look for the NACE Foundations of Nursing 1.2S. The cost is \$86.

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

Buy Exam				
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	NCCF Nursing Care of Childbearing Family Type: Assessment Exams: NACE Care of the Childbearing Family School Products: NACE Price: \$63.00	Quantity 1 Add to cart	FN1.2 Foundations of Nursing v1.2 Type: Assessment Exams: NACE Foundations of Nursing 1.25 School Products: NACE Price: \$86.00	Quantity 1 Add to cart
School Products PAX KLEX KLEX Ander Addievement Apply Reset	NCMHC Nursing Care of the Mental Health Client Type: Assessment Exams: NACE Care of the Client with Mental Disorder School Products: NACE Price: \$63.00	Quantity 1 Add to cart		

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

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Pro	duct			Price	Quantity	Remove	Total
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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.

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Pr&ctor 360	ABOUT FLEXIBLE SOLUTIONS PROCTORING SERVICES INTEGRATIONS FOR TEST TAKERS ARTICLES CONTACT	
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	RN Nursing Care of Children Register	
	RN Nursing Care of Childbearing Family Register	
	RN Pharmacology Register	
	RN Physical Assessment Register	
	Multi Anatomy and Physiology Register	
	Multi Nutrition Register	
	Multi Microbiology Register	
	NCLEX Readiness PN Register	
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Pr&ctor 360	Home About Us Contact Us My Session	
	Choose an Exam	Rules Allowed Materials:
	PN Basic Medication Administration	You are only allowed a Dry-Erase Whiteboard with Erase Markers & Eraser
		Additional rules of note:
~	Login E-mail	ALL OTHER MATERIALS MUST BE REMOVED FROM THE DESK \ TESTING AREA PRIOR TO THE START OF THE EXAM!
	Email Password	• You must be alone in a secure area with no other individuals or distractions in the
	6 Password	 testing area No headsets or earbuds are allowed during the test
	Forget password?	 Absolutely no cell phones in the testing area at any time No second monitors are allowed
	Don't have an account?	 No food or beverages are allowed in the testing area at any time The testing area must be silent with no other background noise and no speaking
~	Choose a Date	aloud • No Smart Watches are allowed, make
	Select date	sure you remove any watches before connecting for the exam.
~	Choose a Time (America/Los_Angeles)	There are no restroom breaks during the majority of the assessments, so please plan accordingly.
		**If you require ADA Accommodations please

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.

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	If you experience any issues or have questions please contact support@proctor360 com				

Enter the verification code and select the "Verify" option to continue to schedule your assessment.



Pr&ctor 360	Home About Us Contact Us My Session	1	David Hays 🕶
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Ŭ	Verification Code	ALL OTHER MATERIALS MUST BE FROM THE DESK \ TESTING ARE/ START OF THE EXAM! • You must be alone in a se	A PRIOR TO THE
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¥	Choose a Time (America/New_York)	 The testing area must be other background noise a aloud No Smart Watches are allow 	nd no speaking owed, make
~	This Privacy Policy describes Proctor360 Inc.'s ("Proctor360," "we," "us" and "our") policies and	sure you remove any wat connecting for the exam. There are no restroom breaks d majority of the assessments, so	luring the
	procedures for the collection, receipt, use, storage, sharing, transfer, disclosure and other processing of personal information through our applications, websites, web pages, e-mails, plugins, extensions,	**If you require ADA Accommod contact your organization prior 1	dations please

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.



Proctor360 Home About Us Contact Us My Session	David Hays -
NLN Account Username	Checkout
Select your School	Pre-admission Exam for HyFlex \$0
	Total \$0
	Proceed to Payment

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.

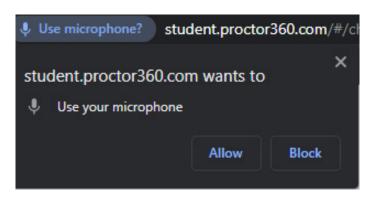
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	Please register for your exam	
	HI NLN Test,	
	You are signed up for your online exam.	
	Exam name NLN Pax1.0 Assessment	
	Start time: Monday, July 17th 2023, 10:15:00 pm (America/Los_Angeles)	
	Duration: 120 min	
	FOLLOW THESE STEPS:	
	STEP 1: Register for your Exam and Complete System Inspection before	
	your Start Time. <u>Click here</u>	
	STEP 2: Once Registration and System Inspection is completed you will	
	receive an Email invitation to your exam. You may begin your exam at the designated Start Time.	
	STEP 3: Make sure your test space is clear. For more information on	
	rules and regulations Chick Here	
	Assistance:	
	Exam Rules and Regulations: Click Here	
	System Requirements: <u>Click Here</u>	
	Frequently Asked Questions: Citck Here	

You will be guided through a system check that will verify that your computer will work on the day of your scheduled assessment.

Hello NLN Test	
System Requirements	
Windows	
Mac	~
I have read the Privacy Policy and acknowledge that video and audio will be This Privacy Policy describes Proctor360 Inc.'s ("Proctor360," "we," " procedures for the collection, receipt, use, storage, sharing, transfer processing of personal information through our applications, website plugins, extensions, channels and/or other services (collectively the to test takers, test proctors and test organizations (referred to here "user" or the "user's"). The information that we collect from you is u lagree to the Privacy Policy Start System Inspection	"us" and "our") policies and r, disclosure and other es, web pages, e-mails, e "App"). This policy applies cin as "you," "your," the
Select Language Powered by Google Translate	



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.

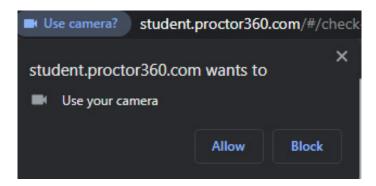
Troubleshooting Guide	Can you hear the music?	Check Requirements
Computer issues: Refresh Page.	No Yes	Privacy policy
Restart computer.		Microphone
If the problem persists, contact support.	Select Language	Speakers
support@proctor360.com	Powered by Geogle Translate	Bandwidth
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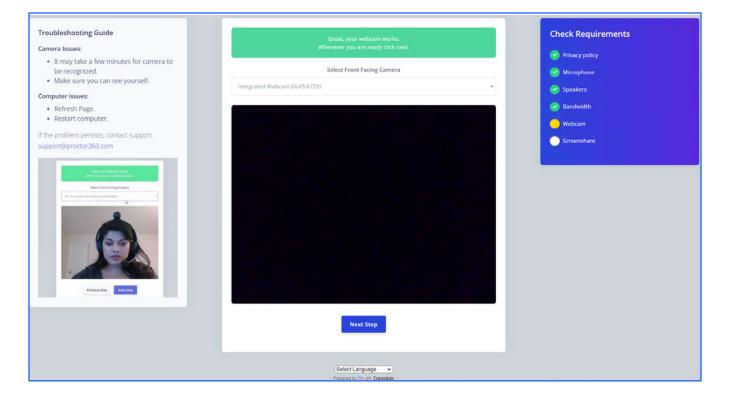
It is recommended that you have a minimum of 10 Mbps for your upload speed. When you connect to take your assessment, it is recommended that you be close to your router or directly plugged in through a wired ethernet connection.

Troubleshooting Guide Computer issues: • Refresh Page. • Restart computer. If the problem persists, contact support. support@proctor360.com	You will need a stable internet connection with a minimum of 10 Mbps upload speed. We recommend that you take your exam while being close to your router or plug in directly through a wired ethernet connection. Having a good internet connection is your own responsibility! Next Step	Check Requirements Check Requirements Privacy policy Microphone Speakers Bandwidth Webcam Screenshare
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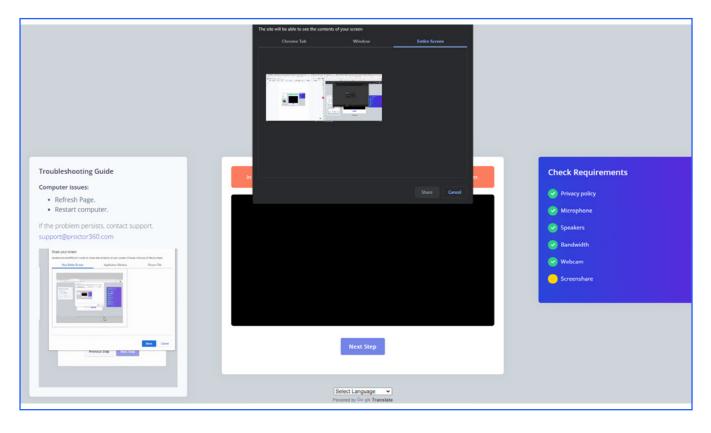
You will be required to have a working webcam during your assessment. During this part of the system check, you want to verify that your webcam is available and active. Be sure to allow any notification that pops up to request access to your webcam.



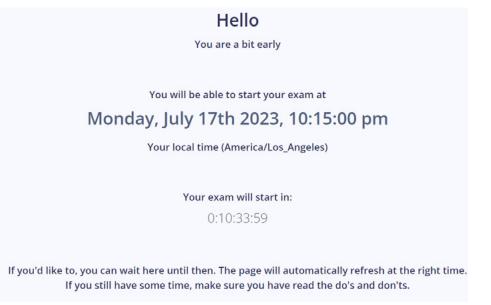




The last step is to verify screen share works appropriately. Select the "Entire Screen" option in the top right, click on the image of your screen, then select the share button.



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.

NLN Pax1.0 Assessment - You are now ready to ta	ke your exam 👂 🕬 ke x		0
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	HI NUN Text, Below you will find the link to your online exam		
	Exam name: NLN Paxt IO Adsessment Start time: Monday, Jury 17th 2023, 10:15:00 (America-Los, Angeress Duration: 120 min		
	FOLLOW THESE STEPS:		
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	ASSISTANCE • Exam Rules and Regulations: <u>Click Mare</u> • System Regularments: <u>Click Mare</u> • System Regularments: <u>Click Mare</u> • Frequency Assec Cuestions: <u>Click Mare</u>		

Proceed with the check-in process. A chat box will be located on the bottom right of your screen to communicate with your proctor.

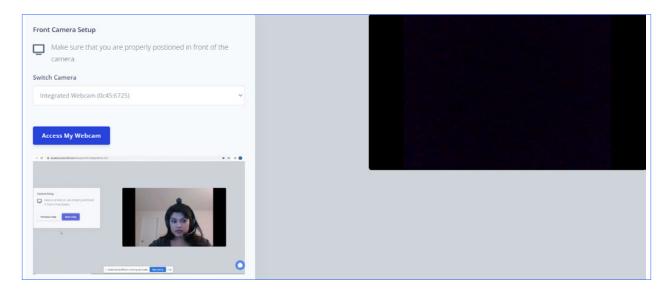
Click Start Check-In when ready to take exam.	
Select Language v Powered by Geogle Translate	



Select the entire screen, click the available screen, and select the share option.

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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.

Do a Environment Check	
Rotate your laptop/camera 360 degree which captures entire room.	
Switch Camera	
Integrated Webcam (0c45:6725)	
	Complete Recording
	Complete Recording
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	Complete Recording

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"



*	Home	My Assessments	My Results 🗕	Buy Exam	Register for Exam					
	Please b	e sure to select the a	ppropriate time-zo	one on screen	when booking an on	line proctoring appointm	nent with Examity. A	Also, available times are listed in 24-hou	r format and no	ot AM or PM.
	Name		Please do <u>NOT</u> use the action to start your Record and Review exam until ready to sit the exam in full. Attempts left Available from Available until Delivery						Action	e
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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!!!