

Student Guide to NLN Testing Portal



**National League
for Nursing**
Testing Services

Getting Started:

First things first, you will have to create an account with the NLN. Please type the following web address into your address bar at the top of your web browser:

<https://ondemand.questionmark.com/400030/ext/nlnesting/>

Once you have entered the above web address you will be brought to a login screen. You can see what that will look like in figure 1.

Please select **Create new account** to get started.

A screenshot of the NLN Testing Portal login page. The page has a blue header with the NLN logo and the text "National League for Nursing". Below the header is a "Dashboard" section. On the right side, there are two input fields: "Username *" and "Password *". Below these fields is a "Log in" button. In the center of the page, there are three main sections: "Existing Users", "School Administrators", and "Students". The "School Administrators" section contains a link "Create new account" which is circled in blue. Below the "Students" section, there is a "Resources" section with several links. The entire screenshot is enclosed in a blue border.

Figure 1

Creating a New Account:

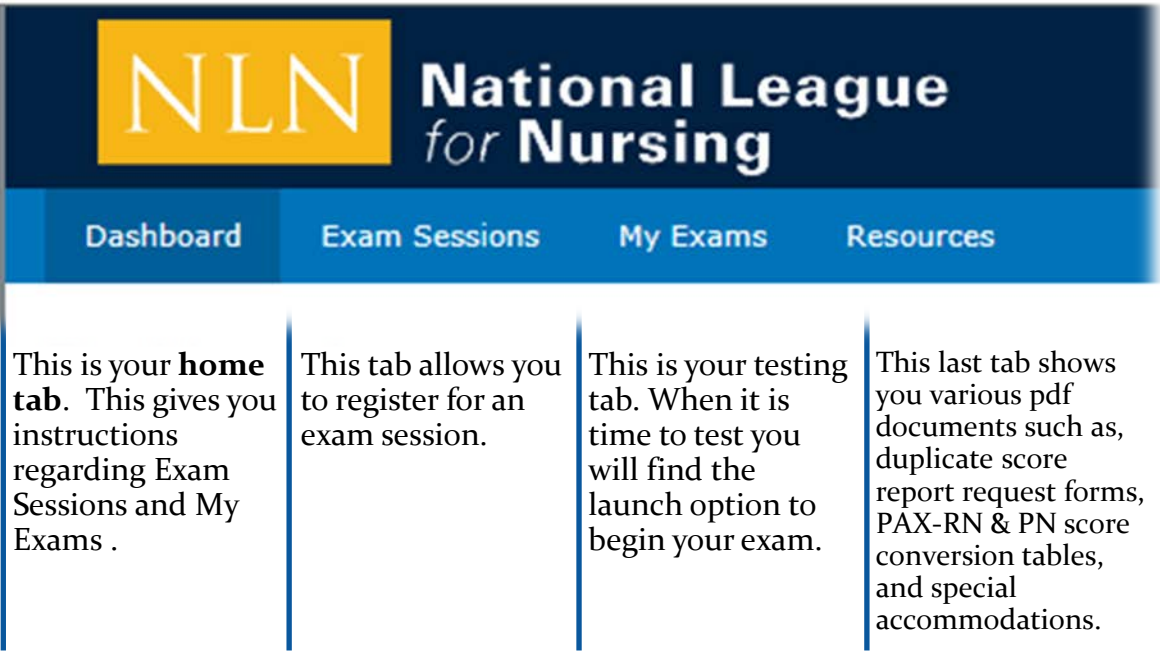
1. **Username** – In this field enter something that will be easy to remember. You will need to remember this to log back in later. We strongly recommend using your email address. **NO SPECIAL CHARACTERS** are allowed except periods, hyphens, apostrophes, and underscores.
2. **Email Address** – Please enter a valid email address. All e-mails from the system will be sent to this address.
3. **First Name** – Please enter your complete first name (Given name) in this field. **Do not use a “nick” name.**
4. **Last Name** – Please enter your complete Last name (Surname) in this field. *Both the first and last names entered while creating your account will be used on your official score reports for the exams that you take.*
5. **Primary Phone** – Please list a phone number that we can easily reach you with.
6. **School Membership** – Select the school with which you are currently affiliated for your nursing education.
7. **Time Zone** – Your time zone setting will be automatically detected if possible. Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.
8. **Address** – Please enter your current address in the fields provided: Country, Address 1, Address 2, City, State, and Zip Code.
9. **Date of Birth** – Fairly straight forward, enter your date of birth by following the mm/dd/year format.
10. **Demographics** – All of the questions under the Demographics heading are research questions and are **OPTIONAL**. If you do not want to participate, select "N/A" or "none."
11. **Saving** – Once you have finished you may select the Create new Account button on the bottom of the screen

Creating a New Account Continued--

After you select **Create new account** a **time sensitive link** will be sent to the email address that you entered in step 2. You must confirm the account before it can be used. If the link expires before you click on it, you can go to: <https://ondemand.questionmark.com/400030/ext/nlntesting/> and click on **Request new password**. This is found below **Create new account** on figure 1. If you need further assistance you can also call us from 7am-5pm; Mon-Fri; CST at: 800-732-8656.

Registering for an Exam Session:

Once you have created your password and logged in you will see the following menu options:



The image shows a screenshot of the NLN National League for Nursing website dashboard. At the top is the NLN logo (a yellow square with 'NLN' in white) and the text 'National League for Nursing'. Below this is a blue navigation bar with four tabs: 'Dashboard', 'Exam Sessions', 'My Exams', and 'Resources'. Below each tab is a descriptive text box. A large blue arrow on the left side of the image points from the 'Dashboard' tab down to a 'Quick Tip' box at the bottom.

Dashboard	Exam Sessions	My Exams	Resources
This is your home tab . This gives you instructions regarding Exam Sessions and My Exams .	This tab allows you to register for an exam session.	This is your testing tab. When it is time to test you will find the launch option to begin your exam.	This last tab shows you various pdf documents such as, duplicate score report request forms, PAX-RN & PN score conversion tables, and special accommodations.

Quick Tip: You can also access the Dashboard tab options by clicking on the NLN Logo at the top of each page.

Figure 2

Dashboard:

As stated before this is your **home tab**. Be sure to login and check your **Dashboard** on a regular basis for updates in case of inclement weather and other testing cancelations. The NLN will update this whenever your school or testing facility contacts us regarding a cancelation and/or any news regarding testing for students.

Exam Sessions:

You can see this tab illustrated above in figure 2. The **Exam Sessions** tab will display the exams sessions you will need to register for.

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.

Please note that once you have applied to take an exam, the application fee, cost for the exam, and fees associated with score reports are non-refundable. Because of this, we urge students to be thorough while registering.

The NLN Is the Name of Our Company We Do Not Offer Any Exams by That Name.

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.

Resources:

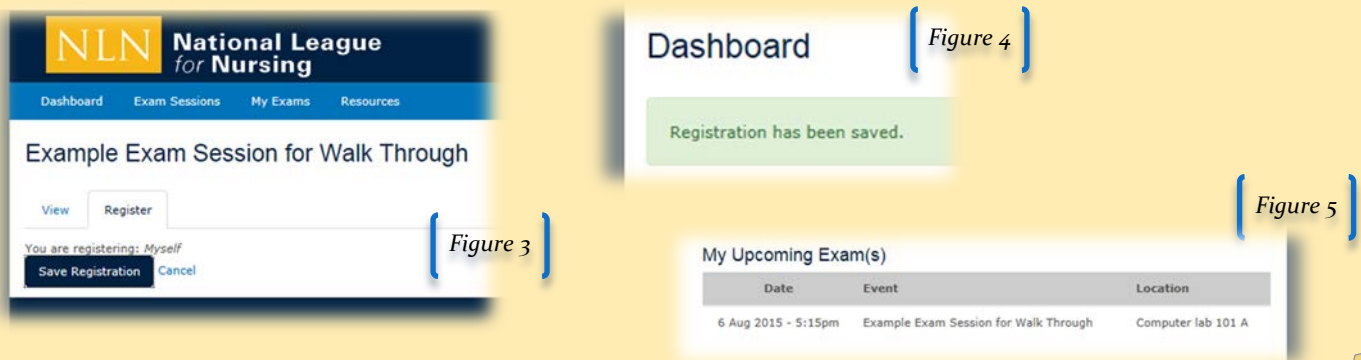
Your **Resources** tab will give you access to helpful pdf documents:

1. **NLN Examination Portal Technical Requirements**
 - a. *This states everything that is compatible with the new QuestionMark portal*
2. **NLN Pre-Admission Composite Score to Composite Percentile Conversion Table for PN and RN exams.**
 - a. *These are conversion tables that will come in handy when determining your composite percentile for the Pre-Admission examination PN or RN*
3. **Request for Duplicate Score Report**
 - a. *Fill out this form when requesting your score reports once they have been archived. Score reports are available to the students from one year from test date, after which time they are archived. Once an exam is archived, in order to receive a copy you will need to pay a processing fee.*
4. **Using NLN NCLEX Readiness Exams**
 - a. *This pdf highlights our NCLEX readiness exams and identifies how best to utilize them.*

You can also access hyperlinks to all of these pdfs on your **Dashboard**.

How to Register:

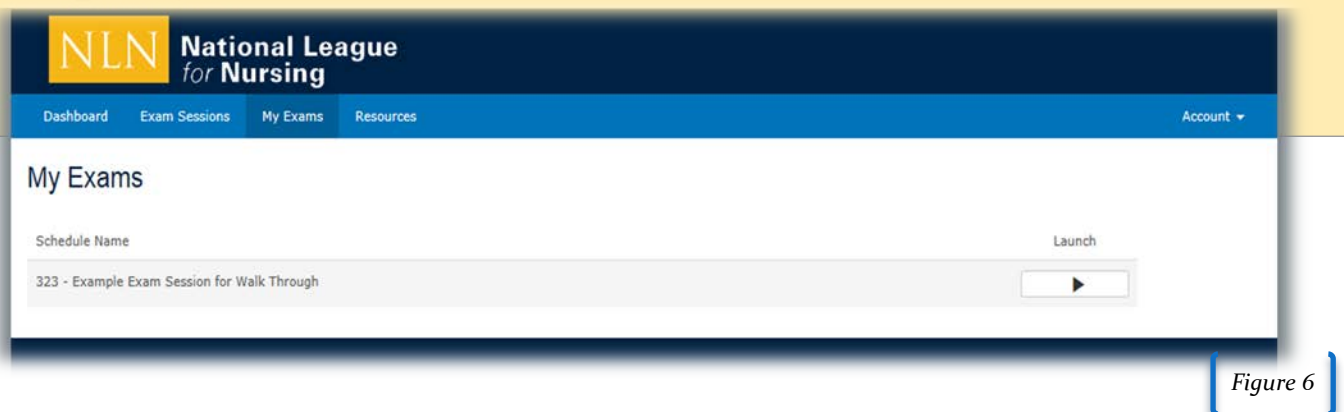
1. Select the **Exam Sessions** tab.
2. Type Your School Name in the School box or select from the drop down.
3. Find the exam session name that your school told you to sign up for.
4. You can click on the exam name to view the location of the exam, exam date, and the exam price.
5. Select the **Register** button then select the **Save Registration** button. (figure 3)
6. When you are successful the dashboard will have a green banner stating that your **Registration has been saved**. (figure 4)
7. You will also be able to view your exam under **My Upcoming Exam(s)**. (figure 5)



Exam Day:

On exam day before you can test you must wait till your proctor/ test administrator has sent your **Launch** links. Once they have sent this you will follow these simple steps:

1. Login into your account
 2. Select the **My Exams** tab on the top banner.
 3. Click the **Launch** button to begin your exam. (figure 6)
- The **Launch** button will not be available until your proctor/ test administrator sends you your **Launch** link.*



Exam Protocol:

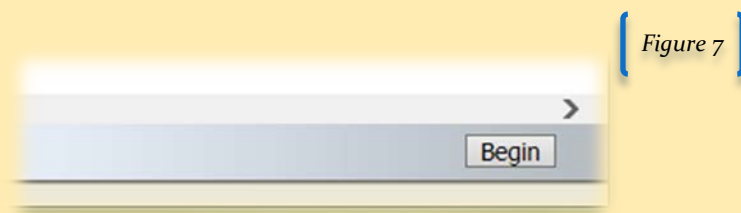
While you are taking your exam there are a few things to keep in mind. The first **Block** in the exam is the rights and responsibilities as a test taker. Please read carefully. The following is the first thing you will see after you select the **Launch** arrow:

Please read the questions and responses carefully. We believe most examinees' manage themselves with integrity and are disturbed when they observe others cheating. Examinees are expected to maintain the highest standard...

1. Copying from others.
2. Providing or receiving information about all or part of tan exam including answers (e.g., telling someone or publishing what was on your exam or being told this information).
3. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information or notes) that is not specifically authorized.
4. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
5. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
6. Taking an exam for another student, or permitting someone else to take a test for you.
7. Asking another individual to give you improper assistance, including offering money or other benefits.
8. Asking for or accepting money or any other benefit in return for giving another individual improper assistance.
9. Altering an assessment report and resubmitting it.
10. Gaining or providing unauthorized access to examination materials.

Note: simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of dishonesty and will be dealt with as such.

When you are ready to begin the test questions you may hit the Begin button on the bottom right of your screen as seen in figure 7:



Navigation Prompts:

Once you begin your exam you will see a format similar to the one seen in figure 8.

The screenshot shows the NLN exam interface with various navigation elements highlighted by red and blue callouts:

- a)** and **b)** point to the top status bar containing "Block 2 of 2" and "Time remaining: 02:29:43".
- c)** and **d)** point to the top right corner icons (font size, zoom, help).
- e)** points to the main header area containing "NLN National League for Nursing" and "Aug 05 2015 |".
- f)** points to the question content area.
- g)** points to the bottom navigation bar containing "< Previous Question", "Next Question >", and "Assessment Navigator".
- h)** and **j)** point to the bottom left corner icons (back, save).
- i)** points to the "Assessment Navigator" window, which is a grid of question numbers (51-65).
- k)** points to the "Submit" button in the bottom right corner.

Figure 8

Do Not Select Submit Until You Have Completed the Entire Exam!

Navigation Prompts Continued:

- a) The question section is the second and last **Block**. Your progress throughout this block will be cataloged by a marching red bar at the top right. When you have completed the exam the bar will be completely red.
- b) You will also have a timer that will begin counting down as soon as you begin the exam. Be sure to keep an eye on the timer!
- c) If you want the overall font to be larger on the screen you can click the **Change Font Size** icon at the top right of the screen.
- d) You can also change the contrast color by clicking the **Change Contrast** icon.
- e) The gray highlighted rectangle on figure 8 is indicating where your question will be located. Similarly the blue highlighted rectangle is indicating where your choice of answers will be located.
- f) You can answer questions by clicking on an empty answer circle or the sentence itself.
 - a. *Depending on the exam some questions will include drop down options, fill in the blank formatted questions, and some questions will be select all that apply. (This last one will have squares instead of the normal circles.)*
- g) To advance to the next question you will click on **Next Question**. To go to the previous question you will click on **Previous Question**.
- h) If you are unsure of a question and you want to move on and answer it later you can **flag** the question and move on. The Flag button is a small black flag at the bottom of your screen. It will appear red when you have selected it.
- i) When you click on **Assessment Navigator** an *Assessment Navigator* pane will appear at the bottom right of the screen. This allows you to view all questions that you have answered in a light gray color. The questions that you have flagged to do later will appear white with a black top left corner. All unanswered questions will remain white. If you click on a number within the navigation pane you will be taken to that question in the exam.
- j) The save progress button is found next to the flag button at the bottom of the page. You can use this button to save your progress as you go.
- k) The last button you should select is the **Submit** button. **ONLY SELECT THIS WHEN YOU ARE COMPLETELY FINISHED WITH THE EXAM, AND READY FOR THE EXAM TO BE SCORED.**

Our goal is for you to be **extremely satisfied** with your overall testing experience. If you are not satisfied with your experience and feel that there is anything that we could do to better serve you, I would like to personally hear from you. We are continuously striving to improve our testing system, products, and customer service and the voice of our customer is our best resource. Your feedback is invaluable so we appreciate any comments you have about your experience. Please let us know if you need any assistance in accessing or interpreting the assessment reports. We can be reached at any of the contact information included in this message

We look forward to offering continued excellent customer service.

Director of Testing Services,

Leanne Furby

You may reach us at **800-732-8656** or **618-453-3036**. You are also welcome to email us at customerhelp@nlm.org

Customer Service is our priority. Please feel free to contact the Director Testing Services lfurby@nlm.org should you have questions or concerns with a customer service or product-related matter.



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