# **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 **Support Portal**.

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