Student Guide

to

NLN Assessments

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NLN Assessment Services Contact Information

Welcome to the Assessment Services Division of the National League for Nursing (NLN). It is our intention to support you through the process of administering NLN assessments through this guide.

NLN Assessment Services General Customer Service

> **Hours:** Monday – Friday from 8am to 5pm
> **Phone:** 1-800-732-8656 ext. 2
> **Email:** custhelp@nln.org

NLN Account Managers

> **Jesse Ramos**
> **Phone:** 316-854-7642
> **Email:** jramos@nln.org

> **Todd Weers**
> **Phone:** 816-332-1074
> **Email:** tweers@nln.org

QuestionMark Technical Support (QuestionMark is a testing platform)

> **Chat:** Click **here**
> **Hours:** Mon - Fri 8am - 5pm Eastern
> **Phone:** 1-877-341-3168
> **Email:** servicesupport@questionmark.com

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Creating Your Account

- Choose your institution when you create your account so that your scores will be accessible to you. *If you do not choose your institution, you will not be able to access your scores.*

- Once you have created a new account and signed into www.nlntest.org, use the same account to login for all future NLN testing.

- We recommend using either your school or employee email address as your username.

- If you cannot remember your password, click on the "Request new password" tab, and enter your username and it will send an email to the account you have one file with us.

- You only need to create one account. If you have difficulty resetting your password, please call 1-800-732-8656 Ext. 2. **DO NOT CREATE A NEW ACCOUNT.**

The NLN Portal requires ***Google Chrome***, and you must sign in using a desktop or a laptop. **Phones, tablets, and other devices will not allow site access.**

Instructions for creating your NLN account at www.nlntest.org:

- Go to the tab *Create New Account.*

- Create a username and password (we recommend using your school or employee email address as your username).

- Fill out your personal information.

- Choose your institution (failure to choose your institution could mean a delay of up to 10 days).

- Click *Create New Account*.

You will receive a new account welcome email with a one-time link to complete the following:

- Verify your account.

- Reset your password.

- Set your correct time zone (see below).

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Extremely Important:

Change your time zone to your local time so that you meet deadlines of the

institution that you are applying to.

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After resetting your password, log out and log back in again at www.nlntest.org.

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Selecting and Purchasing Your Assessment and/or Practice Materials

- Log into the NLN Assessment Testing Portal: www.nlntest.org.

- Identify which proctor option your school is using: Onsite or Proctor 360.

- If testing Onsite, click on Register for Exam

- If testing through Proctor 360, click on Buy Exam

- Enter the *SKU* into the box *SKU contains* and click "apply".

- Browse to Cart and Purchase.

Once you have located the materials you need, complete the following steps:

- Enter the *quantity* you would like to purchase.

- Click the *Add to Cart* button.

- See Message *Exam Added to your Cart.*

- Click on the *Shopping Cart*.

Note on the PAX Assessment: If you are taking the PAX assessment, the catalog only lists the verbal exam in the title, but all three sections (verbal, math, and science) are all included with purchase.

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Registration Information for Onsite Assessments

Determine whether you are paying for your own assessment or if your institution is paying for your assessment, then follow the appropriate instructions.

Students whose institution is paying for their assessment:

- Sign into your NLN account.
- Go to Register for Exam.
- Leave all fields BLANK except SITE.
- Delete contents of the Site Field and re-enter institution name.
    - If the name begins with "University", leave it out. (i.e., UNIVERSITY OF NLN - type NLN)
- Hit Apply.
- Select the Event you want to register for – Click to register.
- Verify the correct exam is showing and hit SAVE REGISTRATION.

Students who are paying for their assessment:

- Sign into your NLN account.
- Go to Register for Exam.
- Leave all fields BLANK except SITE.
- Delete contents of the Site Field and re-enter institution name.
    - If the name begins with "University", leave it out. (i.e., UNIVERSITY OF NLN - type NLN
- Hit Apply.
- Select the Event you want to register for – Click to register.
- Verify the correct exam is showing and hit SAVE REGISTRATION.
- It will then take you to the page where you will verify the test they want to register for – if correct, proceed to checkout. If incorrect, make changes, update cart and then checkout.

Verify Your Registration After Purchase

- After you have completed your registration Click on the "Home Tab" at the top of the page.
- Listed here you will see your upcoming exam information.

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Completing your ONSITE Assessment

Onsite testing is the more traditional method and requires that you take the assessment on campus with a live proctor.

Registration: Your institution will inform you about their registration process.

On the day of your onsite assessment:

- Bring your government-issued photo ID and/or school ID, any approved testing instruments, your NLN login and password. Remind your proctor of any approved accommodation.

After you complete your onsite assessment:

- Follow any instructions given to you by the proctor.
- Access Results (PAX results after allowing for the 4-hour waiting period while all other results are available immediately to you and the institution in your NLN account under Reports, NLN *Student Reports*.

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Completing Your Exam USING PROCTOR 360
Coming Soon

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Accessing Your Results

There are two different processes for accessing your results, depending on whether you took the PAX assessment or another assessment. Follow the instructions below to access results for the assessment that you completed.

Please note:

- Your assessment report will be available to access from this account for three years.
- **The NLN does not set a pass/fail score.** Your institution will provide additional information regarding their required score and their process for repeating an exam if you should not pass.

Accessing Your Results for the *Pre-Admission Exam (PAX)*

The PAX assessment requires up to 4 hours to access scores after completion.

Follow the instructions below to access your <u>PAX</u> results:

- Log into www.nlntest.org.
- Click on *My Results* at the top of the page.
- Click on *NLN Student Reports*.
- Click on the *Participant Report* link.
- Select the exam from the field *Exam Date*.
- Click on your exam, then click *Run Report*.

Understanding Your PAX Score

- The **Composite Score** is a statistical calculation for the combined three sections.
- The **Percent Correct** is the number of test items answered correctly / total # of test items.
- The **SEM** (Standard Error of Measurement). A statistical score that indicates the expected average change in your score if you immediately re-tested.
- The **Percentile Rank** is a comparison, your score to the norm sampling group of students.

Accessing Your Results for *Non-PAX Assessments*

Follow the instructions below to access <u>non-PAX</u> assessment results:

- Log into www.nlntest.org.

- Click on *My Results* at the top of the page.

- Click on the *Transcript of My Results* link and select from the list of exam events.

- Under the *Coaching Report* column, click on *View Report* to see your report.

Understanding Your Non-PAX Score

- The **Total Score** is the number of questions you answered correctly.

- The **Percentage Score** is the number of test items answered correctly / total # of test items.

- The **Average Score** is used to compare how other students scored on the same exam across the United States.

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Frequently Asked Questions

1. **How do I send my scores to my institution?**
    Should you need to send scores to your institution, please complete the Student Duplicate Score Report**.**

2. **Does the NLN limit the number of times I can take the test?**
    The NLN does not limit the number of times a student can take a test. Please check with your institution to inquire about any limitations they might have.

3. **How do I reset my password?**
    To reset your password, go to the Login Page and click on Request New Password. Enter your email address or username and click to request password. Check your email for reset link.

4. **How do I update my profile?**
    Right-click on your name in the upper-righthand corner of the screen. Select *Edit Profile.*

5. **How do I change my legal name?**
    Please email studenthelp@nln.org for assistance in changing your legal name.

6. **How can I find the cut score so that I can determine whether I passed or failed my assessment?**
    The NLN does not set the cut score for passing or failing. Please check with your institution.

7. **How much time should I take between exams?**
    The NLN only requires you to take 25 hours between PAX exams. All other requirements are made by the institutions.

8. **Why can't I log into my account?**
    Please make sure you are using the correct username/password. If you are still unable to log into your account, please email studenthelp@nln.org for assistance.

9. **Why can't my school see my scores?**
    If your school cannot see your scores, you may not have listed the correct institution when creating your account**.**

10. **Is there a maximum number of times that I can take my assessment?**
    The NLN does not have an assessment retake policy, and each assessment is a one-time purchase. Please contact your institution about their retake policy.

11. **How do I report an issue with my assessment?**
    Please send an email to studenthelp@nln.org or call 1-800-732-8656 ext. 2.

12. **How can I request my assessment to be hand-scored?**

Hand-scoring is completed on an as-needed basis. Please send an email to studenthelp@nln.org.

13. **How long does the NLN keep my score on file?**
    The NLN keeps scores on file for three years. Anything older than three years is considered invalid, and you will need to be retested.

14. **How do I request ADA Accommodations?**
    All ADA Accommodation Requests must come directly from the institution. Please contact your institution's Disability Department.