

Student Guide for NLN HyFlex Testing and Student Pay

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							
	Read the User Guide pdf document						
	Create an account for our institution go to	Remain at Home					
	Detalls alphanumeric field*						
	Click email link to set up a password						
	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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08/2020

NLN Testing Services PO Box 334 Mascoutah IL 62258 http://www.nln.org/testing-services



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

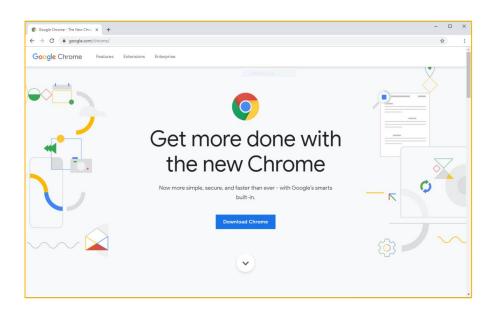
- Proctorio offers a flexible service, which may include recording of video, audio, and screen activity. Test takers
 are encouraged to use a practice exam to test their system prior to taking an exam.
- Virtual machines and proxy connections will not work.

	Windows	Мас	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				

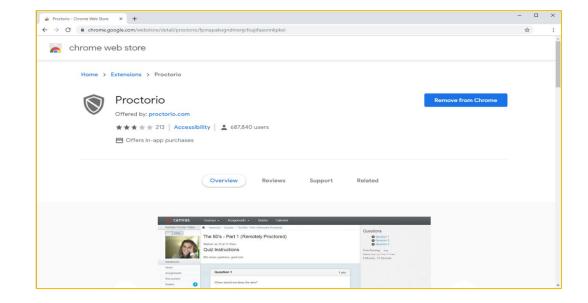


Setting Up Your System for taking an NLN Exam through Proctorio®

- 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 <u>download the browser</u> to your computer.



- Step 2 Install the Proctorio Extension
- Install the <u>Proctorio Chrome extension</u>. This process is automatic and only needs to be done once. The extension will update automatically.



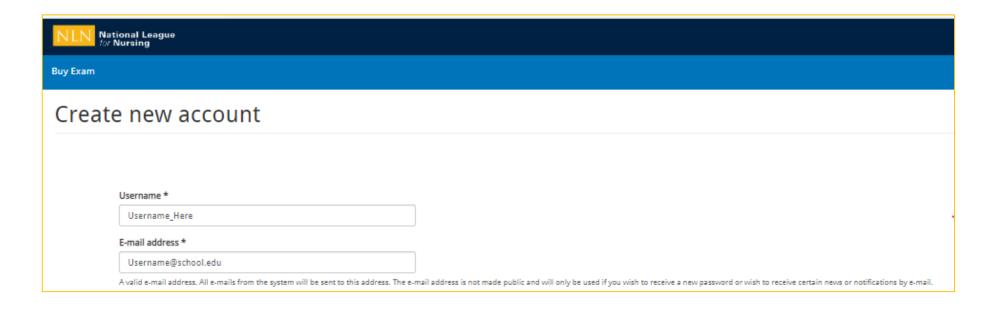


CREATE NEW ACCOUNT

- 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



To begin:

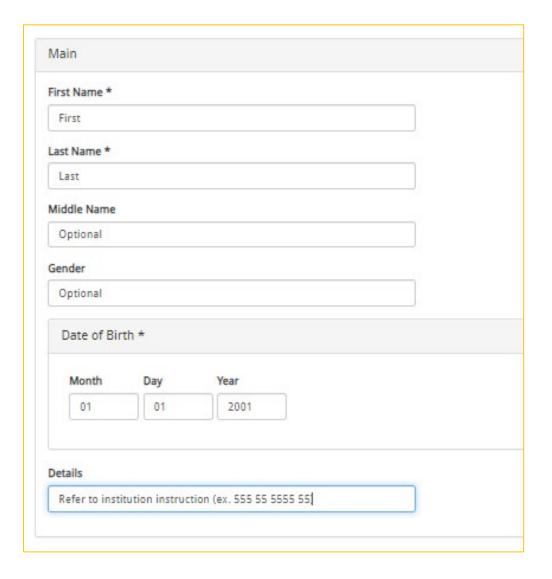
- Direct your browser to the URL provided by your school.
 - This is a custom URL limited to creating an account.
 - You will use a different URL after creating your account.
- o On this screen you will create your account in the portal.
 - Enter a Username and E-mail Address



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)

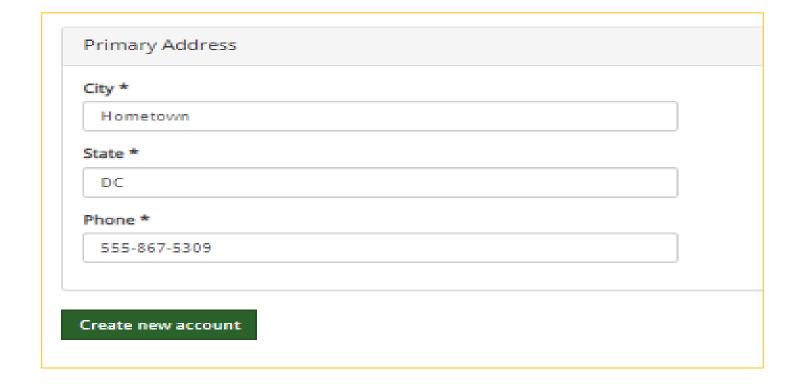




Create new account – Section 3

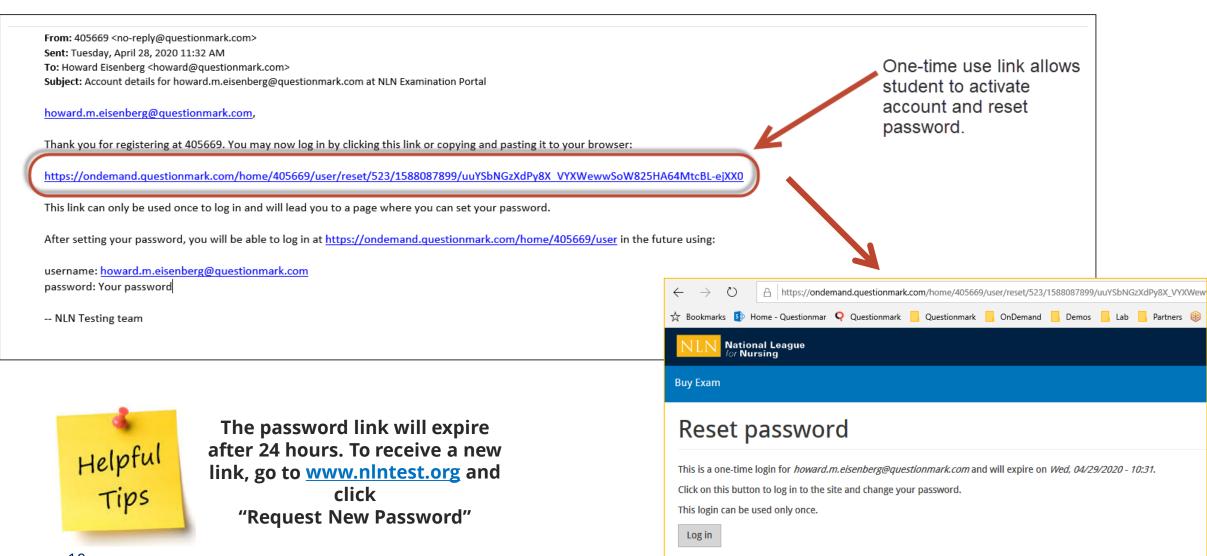
Next:

- Enter City
- Enter State
- Enter Phone



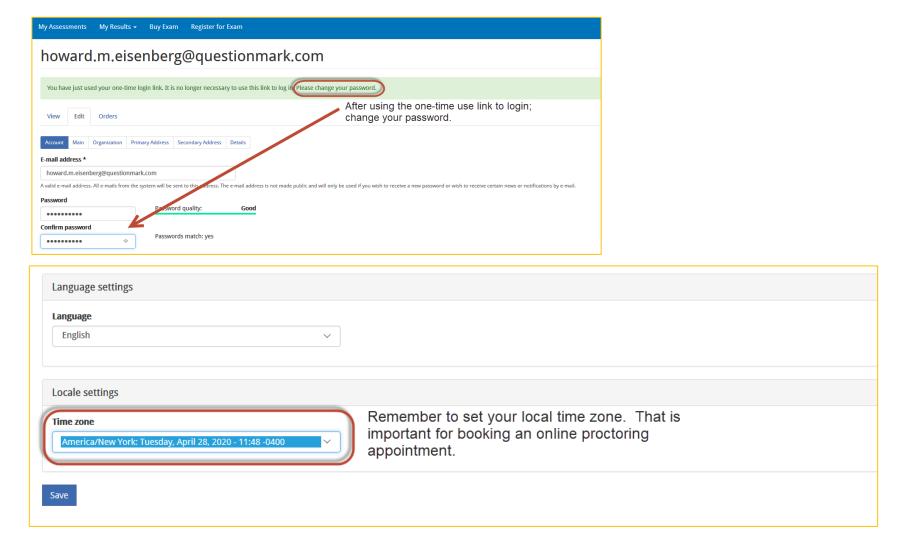


New account - Welcome message





New account - Reset password and set time zone





Buy Exam



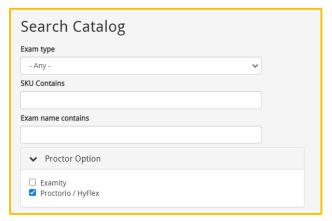
Buy Exam – Step 1 - Add to cart

To Begin:

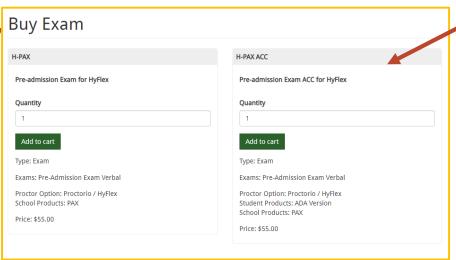
- All HyFlex exams are visible by selectin the Proctorio / HyFlex option
- Click on SKU Contains and type the exam your school is requiring
 - H-PAX Pre-Admission
 - H- N (To display NACE Exams)



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

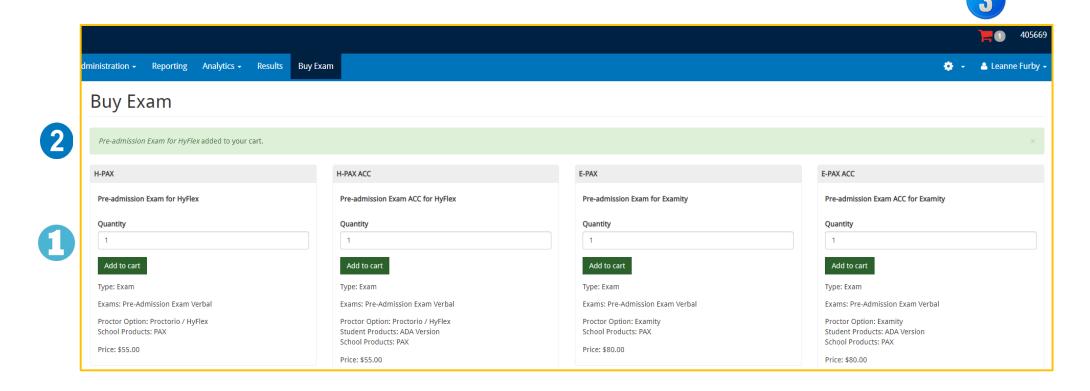


H-PAX ACC require ADA approval





Buy Exam – Step 2 - Browse to cart

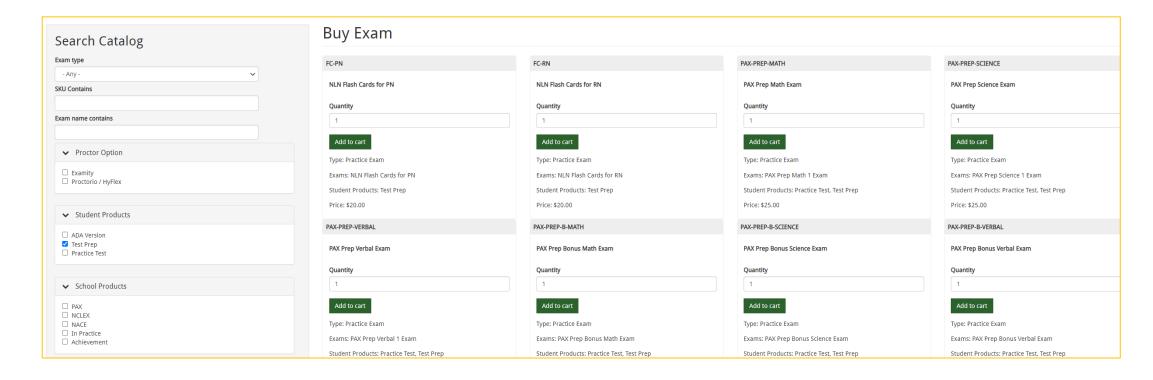


Complete these steps:

- 1. Click the **Add to Cart** button
- 2. See Message stating the Exam added to your cart
- 3. Click on the **Shopping Cart**



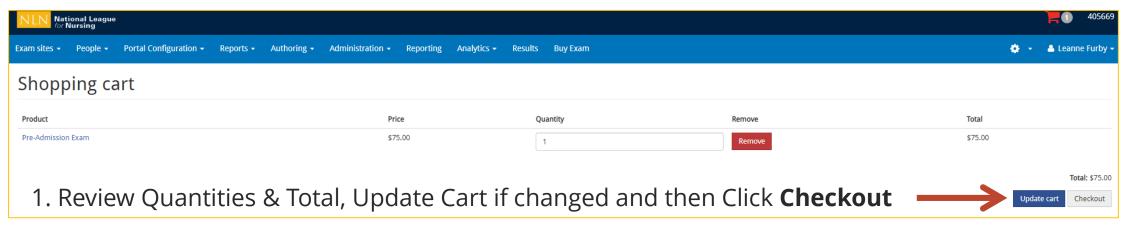
Buy Exam – Step 2B – Add PAX Test Prep Material



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

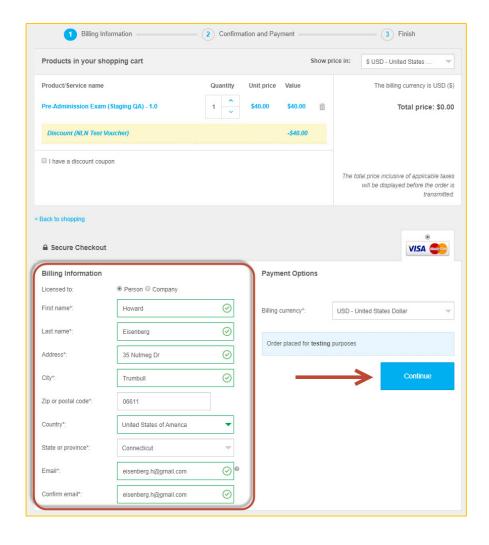


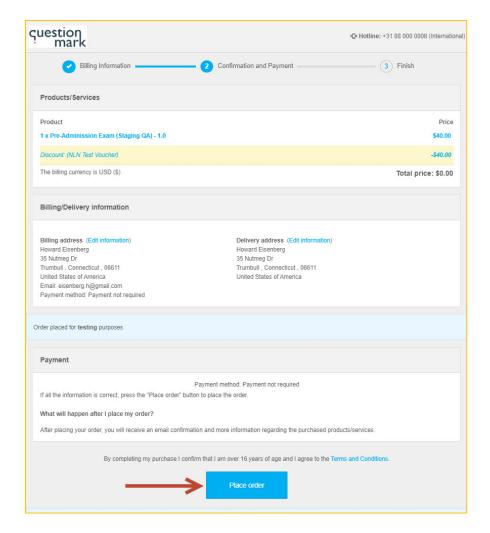
- 2. Verify and click **Continue to "Next Step**
- 3. Review order and click Pay with Coupon Code

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



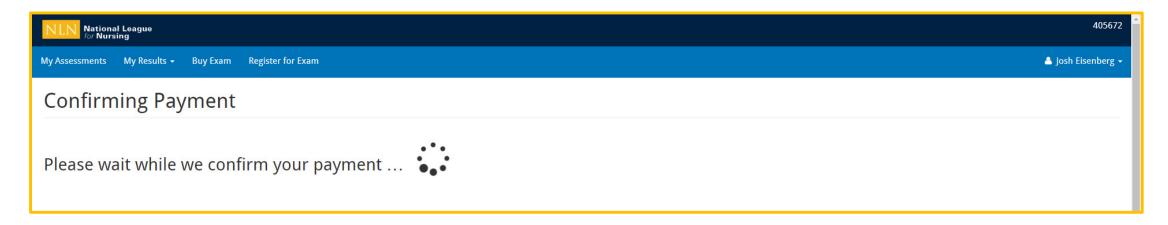
Buy Exam – Step 4 -Place order

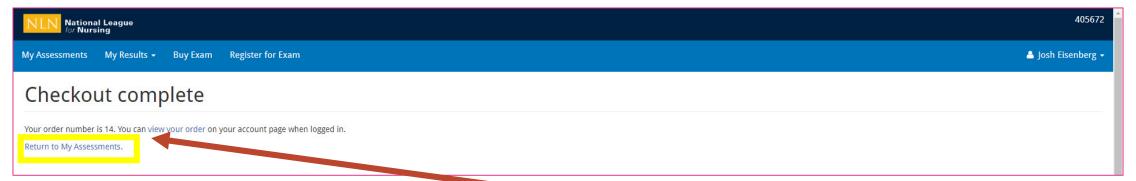






Buy Exam - confirm payment; checkout complete





Click the **Return to My Assessments** link for next steps.



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



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

- 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
- DHS Card or documents (Department of Human Services)
- Fishing License
- HFS Card (Healthcare and Family Services)
- Handwritten ID/Employment Card
- Hunting License

- Illinois Concealed Carry Card
- Illinois FOID Card
- Instruction Permit/Receipt
- Insurance Card
- International Driving Permit
- Library Card
- Personal Mail

- 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

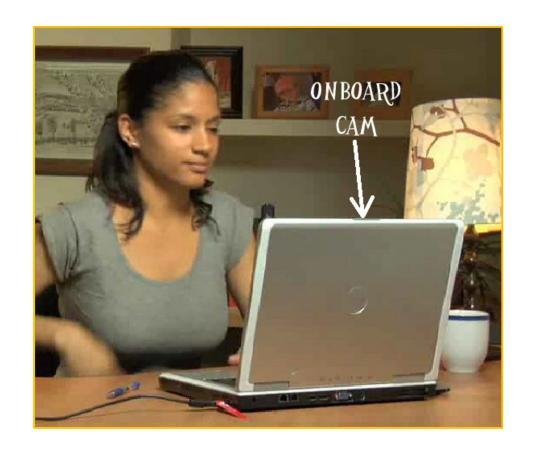
- ☐ Candidate must be in a well-lit, quiet, private room.
- ☐ Any doors to the room or closet are to be closed.
- ☐ Candidate must be alone in the room.
- ☐ The table or desk and surrounding area including floor must be clear of any material.
- ☐ Candidate's mobile phone should be turned off and stored 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.



Starting the Exam



How can I Update My Profile?

To update your NLN profile:

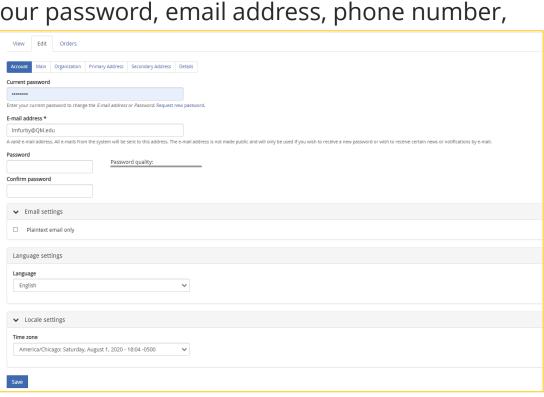
1. Go to Questionmark <u>www.nlntest.org</u>

2. Click your username in the portal menu, and select Edit profile

In the **Edit** tab, you can change your password, email address, phone number,

time zone, etc.

4. Click to **save** changes.



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Edit Profile

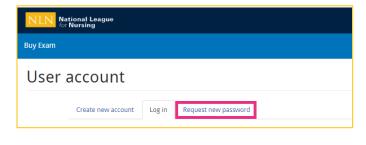
Log out

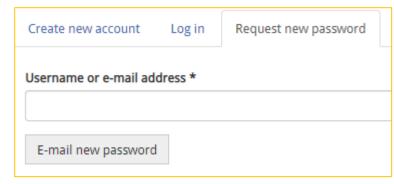


How to Reset My Password

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:

<a href="https://urldefense.com/v3/_https://ondemand.questionmark.com/home/405669/user/reset/528/1596324313/RtfZdgmLhlMSgKDLVN6urfFamxseoh8TlbZilJ9oxSA_;!!D AxFFaumoJbh!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.

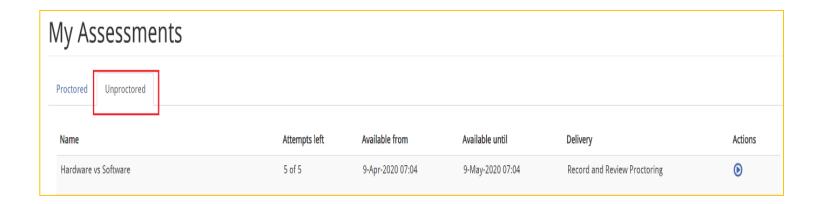
-- NLN Testing team



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





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,



Reports for participants

How to Access Reports

My Dashboard

Understanding the PAX Participant Report

Understanding the Student Coaching Report (non-PAX)

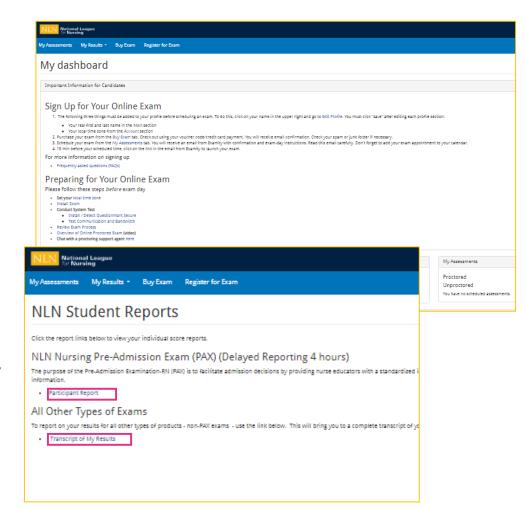


How to access your Assessment Reports

To log in to Questionmark to view your

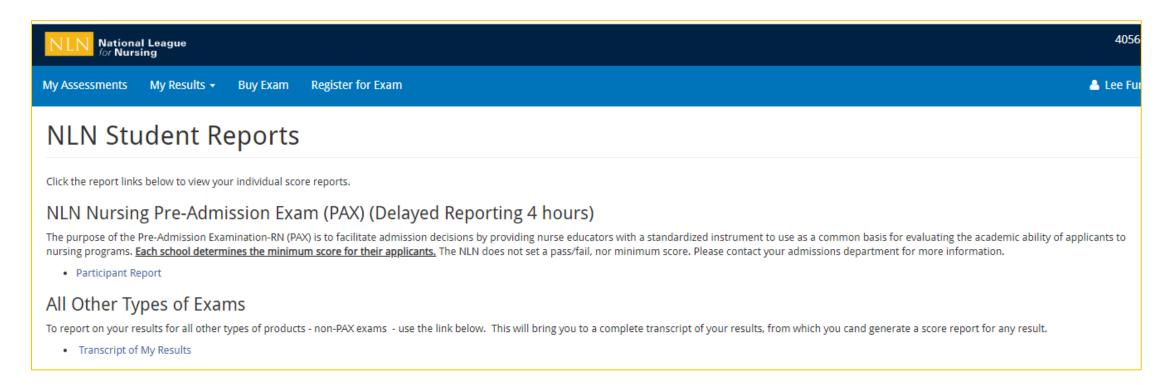
score:

- 1. Go to Questionmark <u>www.nlntest.org</u>
- 2. Enter your username and password.
- 3. Click **Log in**.
- From My Dashboard click on My Results.
- For your PAX scores click the Participant Report.
- For all other exams click **Transcript ofMy Results**





My Results Landing Page



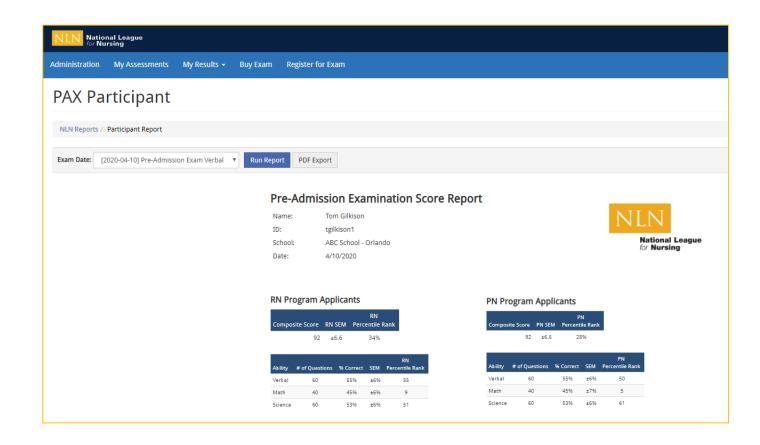
Click on the link to your assessment report. The NLN does not set a pass/fail score. Your institution will provide additional information regarding:

- Required score
- Repeating the exam
- Your assessment report will be available to access from this account for up to one year.



Generate PAX Report

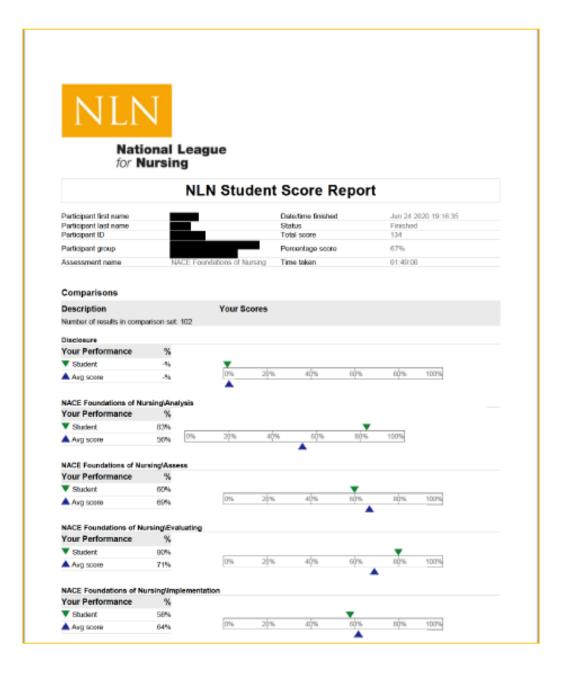
- 1. Select a result/date from the drop-down menu.
- 2. Select **Run Report**. You will view your report on-screen or export it to PDF.
- 3. The **Composite Score** is a statistical calculation for the combined three sections.
- 4. The **Percent Correct** is the number of test items answered correctly / 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.





Non-PAX Assessment Reports

- 1. Select a result/date from the drop-down menu.
- 2. Select **Run Report**. You will view your report onscreen 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.





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

If you need assistance with the student store and your exam purchase via 2checkout - go to https://www.2co.com/#contactUs for the 2checkout Support Center.