

NLN STUDENT GUIDE TO TESTING PAX & NACE WITH A REMOTE LIVE PROCTOR

NLN Testing Services

NATIONAL LEAGUE FOR NURSING Shiloh, IL

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WHAT YOU NEED TO KNOW

PRIOR TO YOUR NLN REMOTE PROCTORED EXAM



Before Exam Day

Technical Requirements (Hardware / Software / Internet)

Because the exam is both secure and proctored, there are some technical requirements. T

Installing Questionmark Secure

1. Install **Questionmark Secure 6.0.26+ for Windows or 6.0.19+ for Mac**. The link in step #2 enables you to install and detect the version of Questionmark Secure installed.
2. Go to [Install and detect Questionmark Secure](#) to detect installation of Questionmark Secure.
3. Click **Download** to download the appropriate version of Questionmark Secure for your operating system. **If you have a previous version of Questionmark Secure installed, we recommend uninstalling the older version before installing the required version.**
4. Install Questionmark Secure.
5. Click **Launch**. A webpage that requires Questionmark Secure opens.
6. You might need to close prohibited applications before being able to launch your exam. Common prohibited applications include Outlook, Skype for Business (Lync), GoToMeeting, and SnagIT. Close any prohibited applications, if any, and click **Launch** again.
7. When Questionmark Secure is installed and all prohibited programs have been closed, a new page opens showing the installed version. Click **Close Questionmark Secure** to exit Questionmark Secure.

Real-time communication components

1. Ensure the following are functional and enabled for real-time communication with the exam proctor.
 - A browser with pop-up blocker disabled
 - A built-in or external webcam and microphone
 - Internet speed must be at least 2 Mbps download and 2 Mbps upload.

2. Use the following link to test real-time communication components:
 - [Test real-time communication components and bandwidth](#)
 - The real-time communication with the proctor is accomplished using a Zoom meeting. Zoom is a web conferencing application, and you'll be prompted to install or run it in the process of connecting with the proctor. You don't have to install it ahead of time.

Identification Requirements

Candidates are expected to provide the following identification:

- Must be an original, current (valid) ID issued by a city/state/federal government agency or your school.
- School ID must be in hard plastic card format. Paper or electronic formats are NOT acceptable.
- Your first and last names must match the name on the NLN Registration Roster.
- The photo must be clearly recognizable as you.

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.
- We will require the candidate to hold up a reflective surface such as a mirror to show the edges of the monitor, so candidates will be expected to have one available before the exam.

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.

Prior to Launching the Exam

To ensure that these requirements are met, proctors will take the following actions before unlocking the exam:

- Conduct 360-degree room scan using the candidate’s webcam
- Remind candidates there are **NO** permitted resources
- Review expected behaviors and prohibited behaviors

Unacceptable Behaviors and Proctor Responses

Description	Standard Response	Time Add/Delete
Candidate speaking aloud during the exam.	Warning provided to the candidate. If talking continues, the exam session may be terminated at the Institution’s discretion. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
Candidate looking off screen repeatedly.	Warning provided to the candidate. Additional room scan required if eye movement persists. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
Candidate not alone in the room.	Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution’s discretion. Incident report created.	No time credit to be allowed as this is due to unacceptable exam behavior.
Candidate interrupted by another person during exam.	Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution’s discretion. Incident report created	No time credit to be allowed as this is due to unacceptable exam behavior.
Candidate accessing Forbidden items, papers, phone, recording device etc.	Warning provided to the candidate, or the exam session may be terminated immediately at the Institution’s discretion. Incident report created	No time credit to be allowed as this is due to unacceptable exam behavior.
Candidate’s web cam or audio feed goes out.	Exam will be paused while the issue is being corrected.	Exam time will be credited on a 1 to 1 ratio for the paused time.
Candidate loses connection with the proctor	Exam session will be paused for up to five minutes. Exam time lost will be credited to the exam upon establishing a new connection.	Exam time will be credited on a 1 to 1 ratio for the paused time.

Creating Your Account

1. Every examinee will need to create a new account at:
<https://ondemand.questionmark.com/home/405669>

- Set username
- Set e-mail address
- Select a school (group)

2. Click the Create New Account Button when you have completed all required fields.

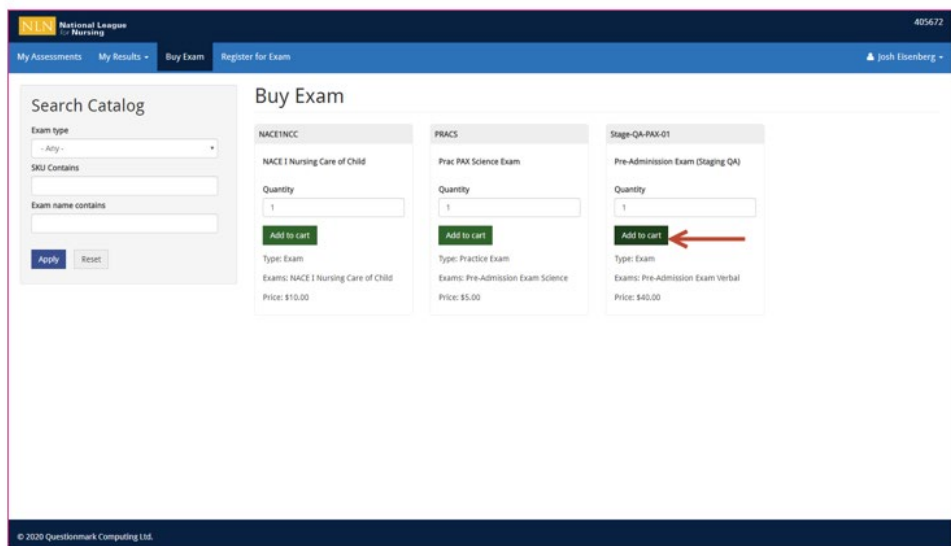
- Complete main profile information
- Complete primary address information
- Create new account

3. You will receive a one-time link. The link is only available for 24 hours.

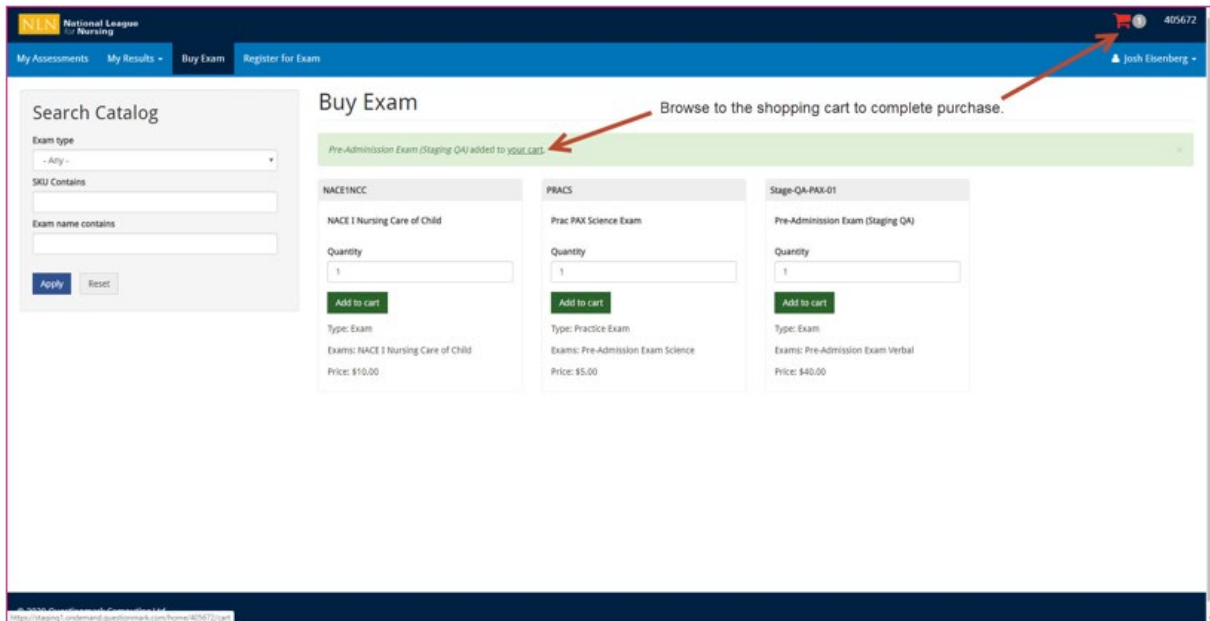
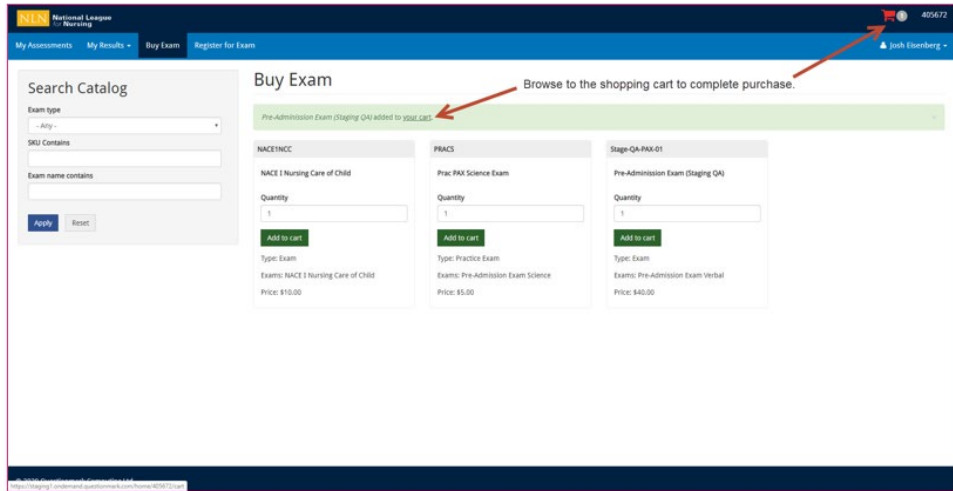
Buying Your Exam

If you have previously registered and you or your school paid for the PAX, you will still need to complete this step. Please continue with the steps and be prepared to enter the voucher (coupon) code you have been provided to waive the exam fee.

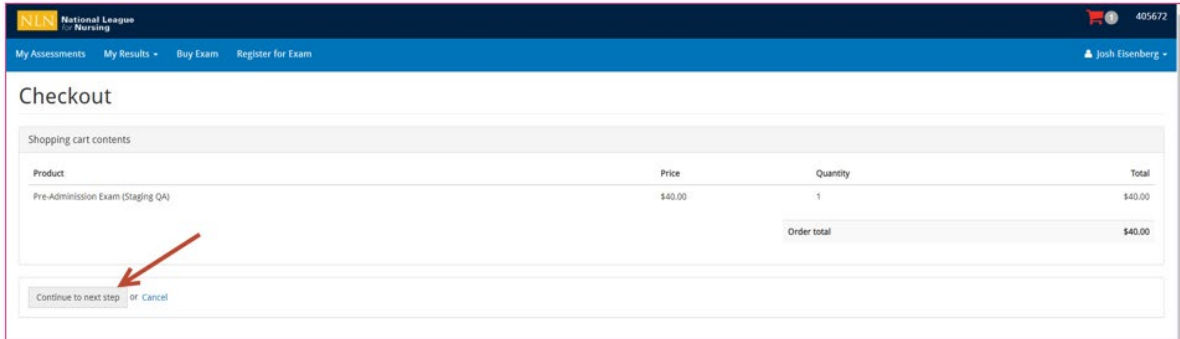
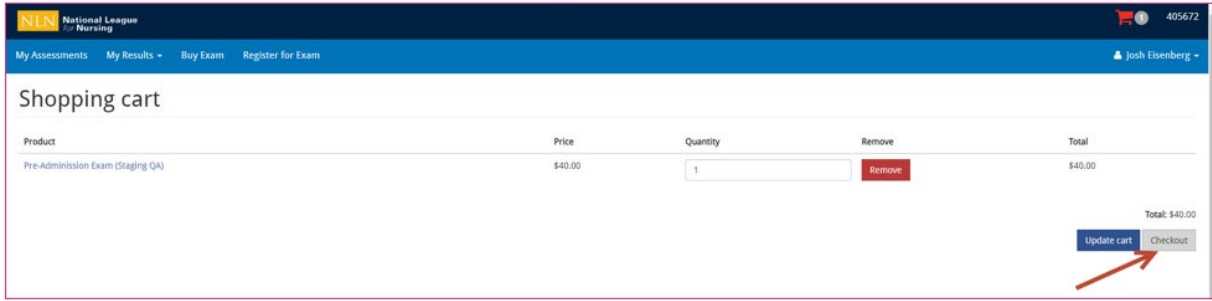
1. Select the PAX Exam to purchase. You will select PAX STD unless you have been approved for ADA testing. **The PAX EXT is for pre-approved ADA students only.**



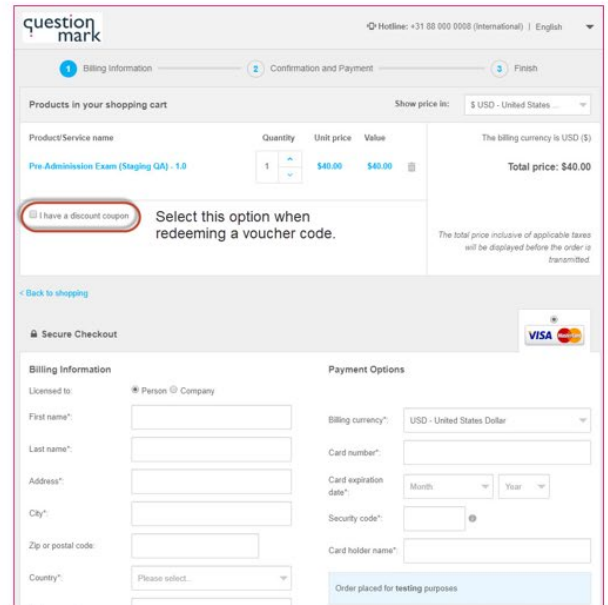
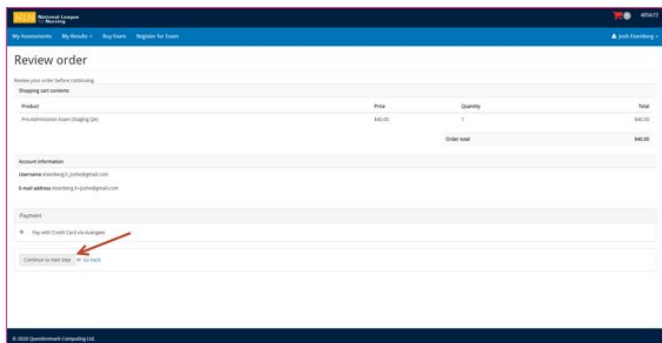
2. Click on the Shopping Cart to complete the process.



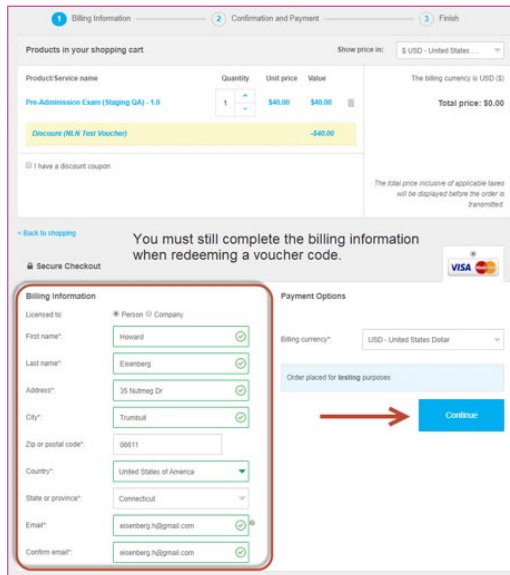
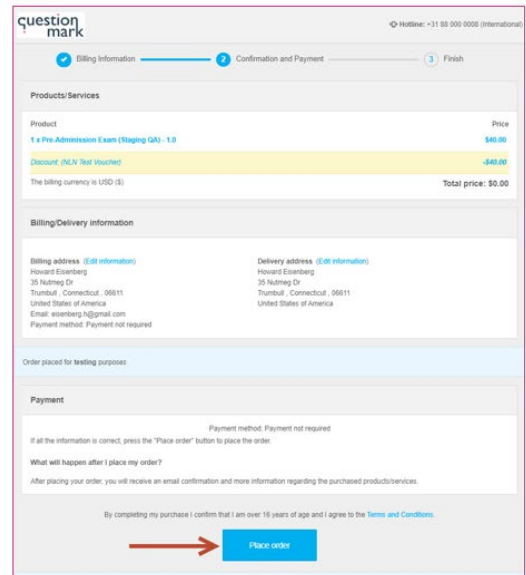
3. Be sure to check the quantity and total. You may only purchase a quantity of 1. You may click update car if the quantity and total are incorrect.



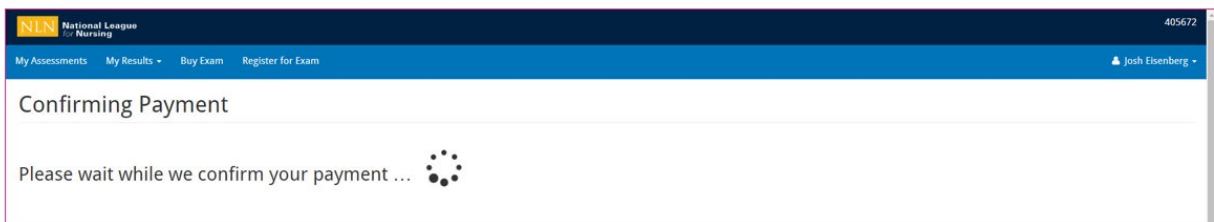
- If you have previously paid for your registration and your exam was cancelled, you have been provided a voucher. Enter the voucher by clicking on “ I have a discount coupon”. If you do not have a voucher, please enter your payment information.



5. You must complete billing information when redeeming a voucher code or credit card.

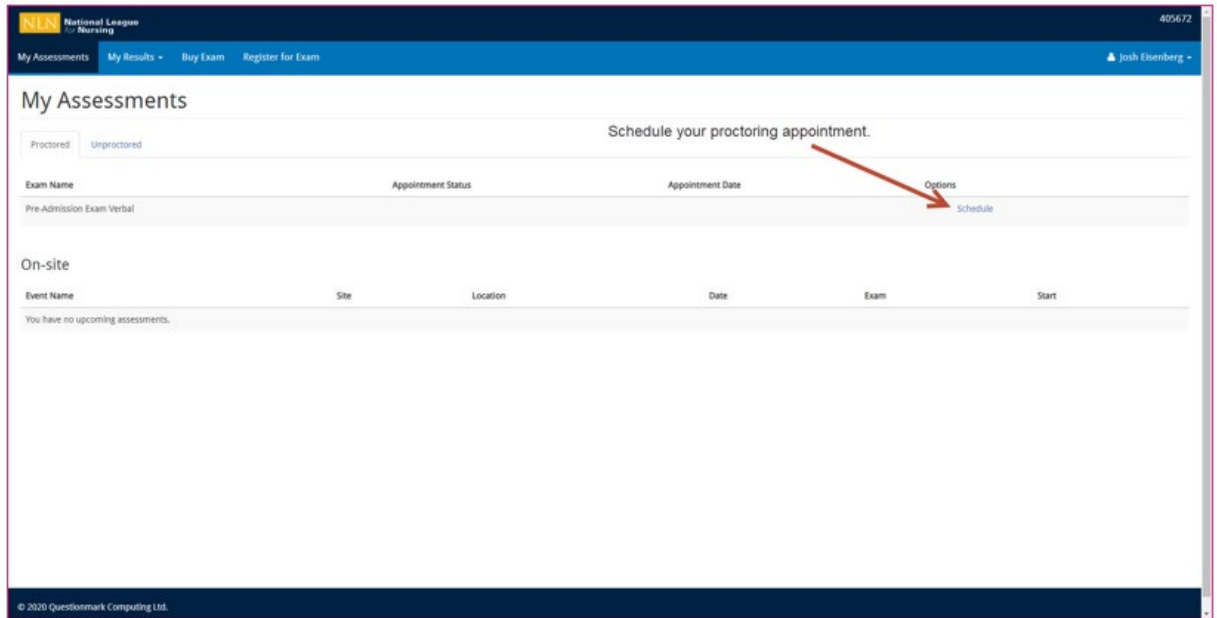



6. You will receive an email with receipt for this transaction.

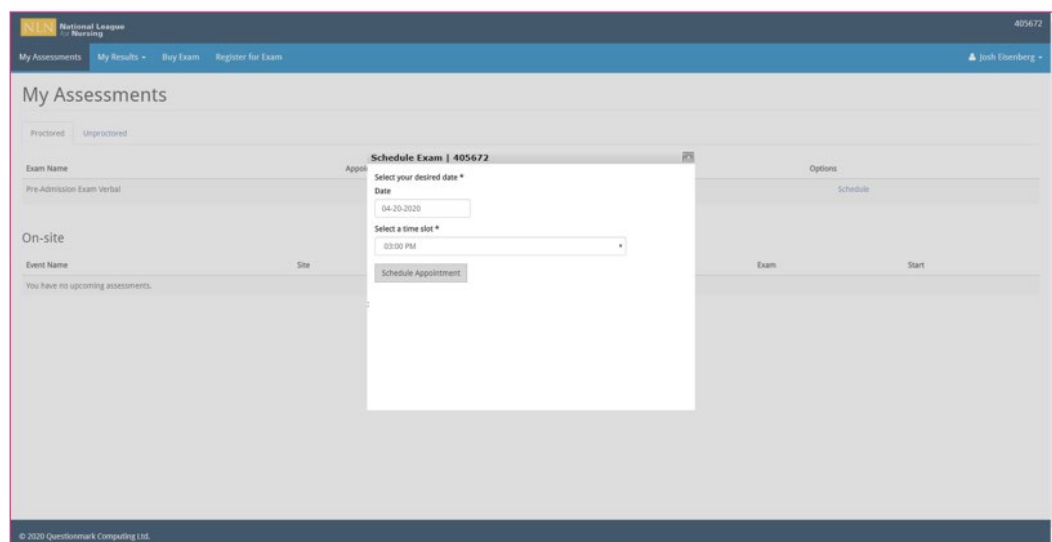


Scheduling Your Proctor Appointment

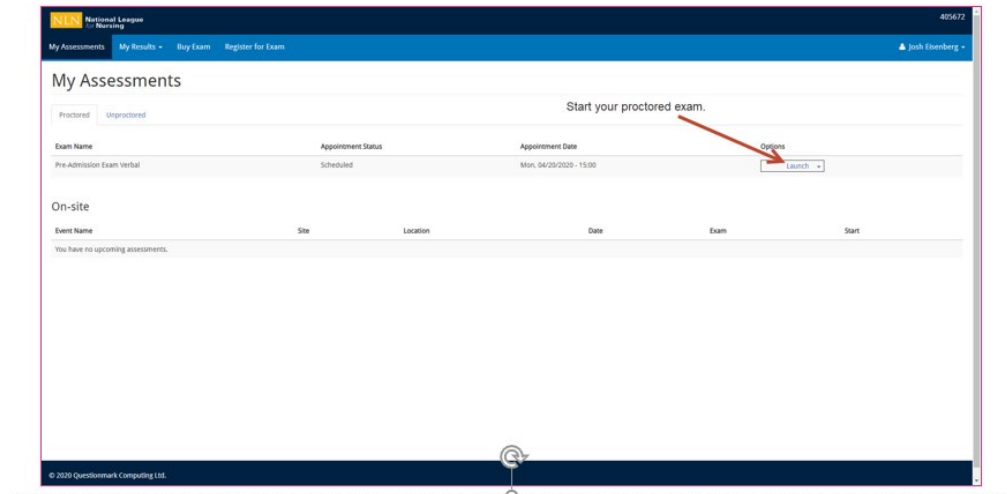
1. When your transaction is complete, click on the My Assessments tab.



It is critical for students to set the local time zone in the portal prior to booking an appointment. Time zone is an attribute of the user profile, which can be accessed from the user menu in the upper, right corner of the screen.



2. The options for the appointment will vary based on the date-time relative to the appointment. Students will see a “Cancel” link prior to the scheduled appointment date-time and may use that link to cancel the appointment. After cancelling the exam, the authorization will be available again to schedule a new appointment.
3. On the day of the appointment, the “Launch” link is presented to the student starting 15 minutes before the appointment state time and will remain available for up to 30 minutes past the appointment state time.



Policies and Procedures to Read and be Aware

Candidate 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.

Use of a Whiteboard

There has been concern raised by some of our schools that we are not allowing scrap paper during a remote proctor exam.

To address this need, we have decided to allow a single whiteboard no larger than 8 1/2 x 11 inches. (The size of a standard sheet of letter paper)

The following rules apply:

- An erasable whiteboard and marker may be used during the exam.
- The whiteboard may not be removed from the testing room during the exam.
- The proctor will confirm the whiteboard is clean on front and back at the start of the exam.
- The test taker must demonstrate the marker is erasable by:
 - writing their name on the board

- showing it to proctor
- erasing his or her name
- displaying to proctor again
- If the board does not easily wipe clean, it may not be used during the exam
- The proctor will verify the whiteboard is clean prior to disconnecting the exam session.
- The proctor may ask any time during the exam to view the whiteboard.
- The whiteboard may not be used to block screen or camera at any time.
- The whiteboard must remain flat on the desk.
- Writing on any materials other than the whiteboard is strictly prohibited and will result in an incident report and results will be placed on hold.

Navigating within the Exam

How to Navigate this Assessment

This is a question-by-question 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).

You can also use the assessment navigator to move between questions in an assessment.

The **Submit** button will appear when all questions in the section / exam have been viewed on screen.

Assessment Navigator

The assessment navigator allows you to select a question in an assessment without having to navigate through questions one at a time. Clicking on the assessment navigator button will bring up the assessment navigator dialog, where you can scroll through the questions available in an assessment represented as numbers. If you click on a number in the navigator dialog, it is highlighted in white, and the corresponding assessment question will be displayed.

The flagging feature helps you mark a question if you want to return to it later in the assessment.

To flag a question, navigate to the question you want to flag and click the (Flag this question) button next to the assessment navigator button at the bottom of the assessment. A flagged question can be identified by the yellow triangle next to the corresponding question number in the navigator dialog.

Calculator

Click on the **Assessment Navigator** to see the **Calculator** button. Click on the button to open an on-screen calculator during the exam.

Accessibility Options

Increasing font size

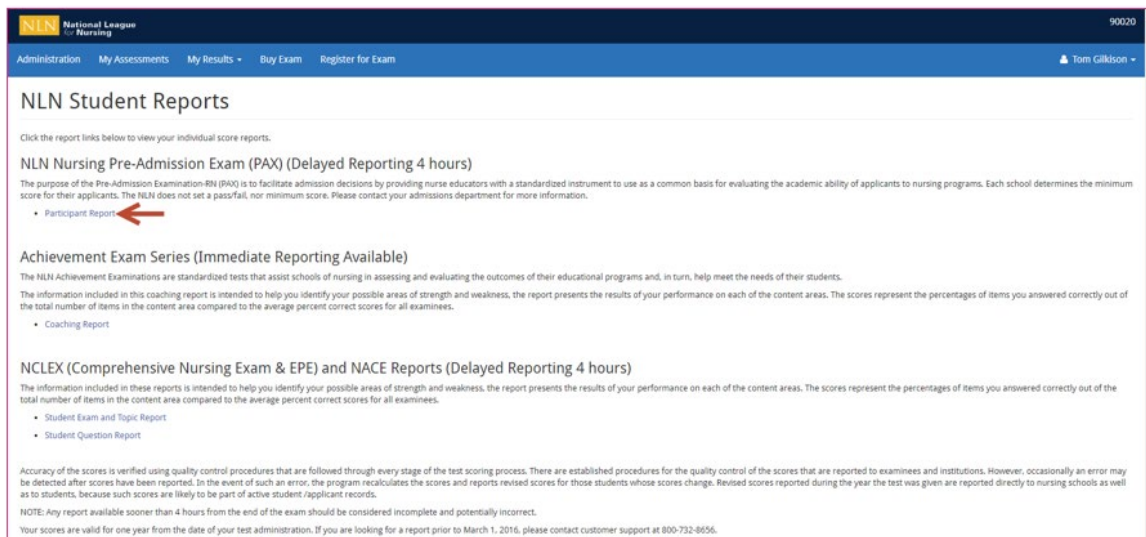
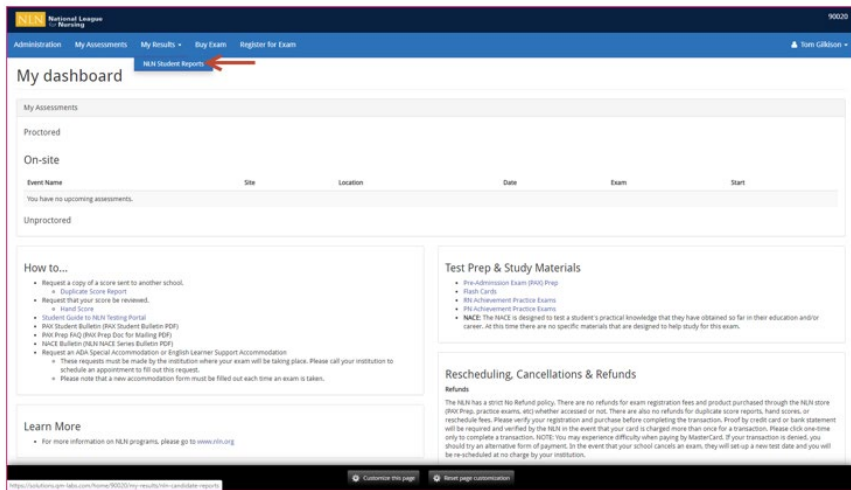
To change the size of assessment text, click the **A A** button at the top, right of the screen. There are three font sizes.

High contrast

To enable high contrast mode in an assessment, click the \emptyset button at the top, right of the screen.

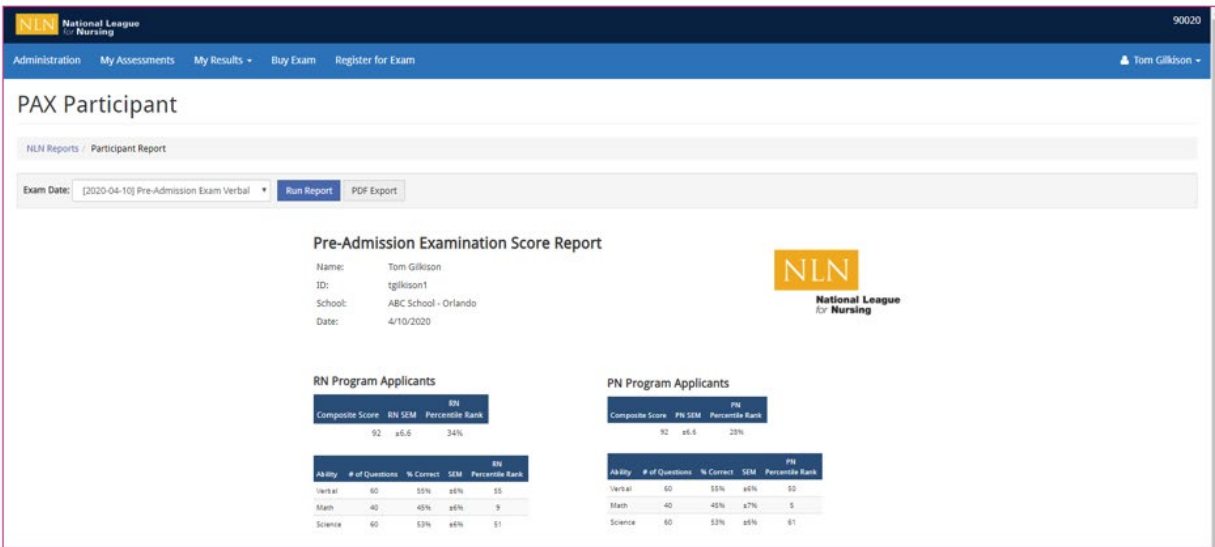
Assessment Reports

1. Reports will be available 4 hours from the time you completed the science section of the exam.



2. The PAX report is available through the Participant Report link.

3. Select a result/date. The list of results is filtered for the specific participant.
4. Run Report. Export to PDF.



The screenshot shows the NLN PAX Participant report interface. At the top, there is a navigation bar with options like Administration, My Assessments, My Results, Buy Exam, and Register for Exam. The main content area is titled "PAX Participant" and includes a dropdown for "Exam Date" set to "[2020-04-10] Pre-Admission Exam Verbal". Below this, there are buttons for "Run Report" and "PDF Export".

The "Pre-Admission Examination Score Report" section displays the following information:

- Name: Tom Gilkison
- ID: tgilkison1
- School: ABC School - Orlando
- Date: 4/10/2020

There are two main sections for program applicants:

RN Program Applicants

Composite Score	RN SEM	Percentile Rank
92	86.6	34%

Ability	# of Questions	% Correct	SEM	Percentile Rank
Verbal	60	55%	86%	55
Math	40	45%	86%	9
Science	60	53%	86%	51

PN Program Applicants

Composite Score	PN SEM	Percentile Rank
92	86.6	23%

Ability	# of Questions	% Correct	SEM	Percentile Rank
Verbal	50	55%	86%	50
Math	40	45%	87%	5
Science	60	53%	86%	51

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Other Important Information

Should you have a question or concern regarding your test Administration, Please complete and submit the form at this link: [Test Administration Feedback Form](#)

