

# Administrator Guide to NLN Exams



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# Accessing Assess.ai

### what to know



An account manager will create your account for you.



You will receive an auto-generated email for verification.



Go to **[www.NLNtest.org](http://www.NLNtest.org)** to access your Assess account.



Select **Faculty** and log in.

# Scheduling an Exam Sessions

## Create Session

- 1 On the left-navigation menu, select **Sessions**.
- 2 On the right-side of the screen, click **Add Session**.

- 3 **Name** the Session.



**IMPORTANT - Every Session Name must be *unique*.**  
**Use the following naming convention for your session:**

**[Exam Date] [Exam Name] - Onsite - [Institution, Test Time]**

**Example: 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm**

- 4 From the drop-down, select the correct **Onsite Session template**.
- 5 Click **Add**.

# Administrator Guide Screenshots Create Session


 Examinees

 Sessions **1**

Session Session Template **2**

**Sessions**

Create and edit Sessions, which schedule examinees to take an online Test

Add Session + 

## Add new session

Name \*

Specify name for new session **3**

Session template

**4**

## Add new session

Name \*

10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2p

Session template

Nursing Entrance Exam (NEX) - Onsite **5**

Cancel

Add 

## Scheduling an Exam

### Sessions

#### "1 Info" Screen, pt. 1

- Shows basic information about the exam. Information seen by the institution *only*.
- 1 **Session Name\*** must be unique. If the test session was not named using this template **[Exam Date] Exam Name - Onsite - [Institution, Test Time]**, use the following instructions:
  - Copy the template name provided in the **Description** field.
  - Paste it into the **Session Name\*** field.
  - Update the text in the square brackets [ ] with **your** unique testing session's **date**, **site**, and **time**.
- 2 Optional: Remove the initially provided template text and type a **Description** if you wish for your own purposes. Examinees will not see it (*limit 255 characters*).

# Administrator Guide Screenshots Sessions: 1 Info Part 1

1 Info 2 Pre-Session 3 Tests 4 Post-Session 5 Delivery 6 Access 7 Examinees

## Store basic information regarding the Session

Next

Session Name \*

10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm

1

Description (Optional)

\*\*\*Update the Session name following the naming convention below\*\*\*  
[Exam Date] Nursing Entrance Exam (NEX) - Onsite - [Institution, Test Time]

2

Add Your Own Session ID (Optional)

Test coordinator

Institutions that can use this test

Add Tag

Agency.NLN - STAFF ONLY

Session Type

Event

☐ Treat the tests in this Session as alternate forms.

**IMPORTANT:** You **must** have the **Session Name\*** follow the template name provided in the **Description** field.

Make sure to update to include ***your unique testing session's date, site, and time.***

# Scheduling an Exam

## Sessions

### "1 Info" Screen, pt. 2

- 3 Optional: You can type in a Session ID in **Add Your Own Session ID (Optional)** field. This will be visible in the Sessions list in Assess (*limit 255 characters*).
- Information in **Institutions that can use this test** section is pre-populated. It cannot be edited.
- 4 On the top-right of the screen, click **Next** to continue.



# Administrator Guide Screenshots Sessions: 1 Info

## Part 2

1 Info

2 Pre-Session

3 Tests

4 Post-Session

5 Delivery

6 Access

7 Examinees

### Store basic information regarding the Session

4

Next

Session Name \*

10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm

Description (Optional)

\*\*\*Update the Session name following the naming convention below\*\*\*  
[Exam Date] Nursing Entrance Exam (NEX) - Onsite - [Institution, Test Time]

Add Your Own Session ID (Optional)

3

Test coordinator

Institutions that can use this test

Add Tag

Agency.NLN - STAFF ONLY

Session Type

Event

☐ Treat the tests in this Session as alternate forms.

# Scheduling an Exam

## *Sessions*

### "2 Pre-Session" Screen



Nothing for you to do here.



Pre-populated information. Text can't be edited.



**Non-Disclosure Agreement** and **Pre-Sessions Instructions** are displayed to examinees before they launch the test.



On the top-right of the screen, click **Next** to continue.

# Administrator Guide Screenshots Sessions: 2 Pre-Session

1 Info 2 Pre-Session 3 Tests 4 Post-Session 5 Delivery 6 Access 7 Examinees

Instructional message and non-disclosure agreement displayed to examinee before they start the Session

Previous

Next

## Non-Disclosure Agreement

☒ Require non-disclosure agreement

B I U H<sub>1</sub> H<sub>2</sub> x<sub>1</sub> x<sup>1</sup> Normal : Normal : Sans Serif :

Click on the link below to read the National League for Nursing's Non disclosure Agreement and Academic Honesty Requirements, which were accessible to you when you registered for the test.

[Link to Non-disclosure Agreement and Academic Honesty Requirements](#)

By clicking on "I accept", you certify that you have read the Non-disclosure Agreement and Academic Honesty Requirements and agree to abide by the terms.

If you do not accept the terms, click on "Cancel Session" which will abort your test and no refund will be issued.

Before exam instructions are shown, examinees will be shown this non-disclosure agreement. If it is accepted, the examinee will proceed to the exam instructions. If it is rejected, the examinee will be asked to confirm their choice, then will exit the test.

## Pre-Session Instructions

B I U H<sub>1</sub> H<sub>2</sub> x<sub>1</sub> x<sup>1</sup> Normal : Normal : Sans Serif :

Welcome to the Nursing Entrance Exam (NEX) testing session.

### ☒ Session Format

- Test 1: Pre-test survey - this is not a graded exam (15 items, 15 minutes)
- Test 2: Verbal Test (58 items, 60 minutes)
- Test 3: Math Test (45 items, 60 minutes)
- Test 4: Science Test (60 items, 60 minutes)

Please review the information below before starting.



### What You Can Use

- a-function calculator
- Dry erase whiteboard

After an examinee enters their test code or completes the self-registration with a group test code, they will be shown a screen with a "Start Test" button before they actually begin. The message above is where you define the words for that screen, and it intended for you to provide instructions like "This assessment consists

# Scheduling an Exam

## *Sessions*

### "3 Tests" Screen



Nothing for you to do here.



Test is pre-populated from the **Session template**.



On the top-right of the screen, click **Next** to continue.

# Administrator Guide Screenshots Sessions: 3 Tests

The screenshot displays the 'Tests' session configuration interface. At the top, a progress bar shows seven steps: 1. Info, 2. Pre-Session, 3. Tests (highlighted with a purple box), 4. Post-Session, 5. Delivery, 6. Access, and 7. Examinees.

Below the progress bar, the heading 'Choose one or more tests to deliver in this session' is followed by the instruction: 'Drag a test to the right to add it to this session. Drag a test to the left to remove it.' To the right of this instruction are 'Previous' and 'Next' buttons, with a hand cursor icon pointing at the 'Next' button.

The main area is divided into two columns. The left column contains a search bar, a filter section, and a list of available tests. The right column contains a list of tests currently assigned to the session.

**Filters:**

Tags

☒ Any tag match

**Tests available to be assigned**

- NACE: Foundations of Nursing 1.2
- NACE: Foundations of Nursing Survey

**Tests in this Session**

- NEX Pretest Survey
- NEX Verbal
- NEX Math
- NEX Science

At the bottom of the left column, there are right and left arrow icons for navigating between the two columns. The right column includes a pagination bar showing 'Items per page: 25' and '1 - 4 of 4'.

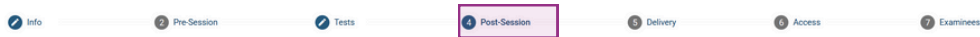
# Scheduling an Exam

## *Sessions*

### "4 Post-Session" Screen

- Nothing for you to do here.
- Pre-populated information. Text can't be edited.
- Provides a message to the examinee after the test has been completed about how to view their **DASHBOARD** to see their results.
- On the top-right of the screen, click **Next** to continue.

# Administrator Guide Screenshots Sessions: 4 Post-Session



At the end of the session post-session screen will be shown with contents provided in this section.

Previous

Next



The screenshot shows a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. Below the editor, there is a message: "You've completed your \$(sessionName) testing session. You will be directed to the NLN store. To access your results, click on 'MY DASHBOARD', select your exam tile, click on the 'All Results' tab, and download your report by clicking on the blue circle." Below this message, there is a card for the "NLN Assessment Exam" with a "Test Completed" status and a date of "2025-08-29". At the bottom, there is a table titled "All Results" with columns for Name, Date, and Status. A "Download results" button is visible next to the table.

At the end of the session post-session screen will be shown with contents provided in this section.

# Scheduling an Exam *Sessions*

“5 Delivery” Screen, pt. 1

- 1 Select the **Info** tab at the top of the navigation bar (This is the screen you started with).
- 2 Copy the **Session name\*** field from the **1 Info** screen.
- 3 Return to the **Delivery** tab at the top of the navigation bar.



# Administrator Guide Screenshots Sessions: 5 Delivery

## Part 1

1 Info — 2 Pre-Session — 3 Tests — 4 Post-Session — 5 Delivery — 6 Access — 7 Examinees

Specify security protocols for the Session

Previous

Next

Summary Info For Examinee Portal

Name that examinees see

[Exam Date] Nursing Entrance Exam (NEX) - Onsite - [Institution, Test Time] \*\*\*TIP: Copy/Paste Info Session Name from Tab 1\*\*\*

1 Info — 2 Pre-Session — 3 Tests — 4 Post-Session — 5 Delivery

Session Name \*

10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm

1 Info — 2 Pre-Session — 3 Tests — 4 Post-Session — 5 Delivery

# Scheduling an Exam Sessions

“5 Delivery” Screen, pt. 2

- 4 Paste the name into the **Name that examinees see** field.
  - 5 Type information (*up to 255 characters*) in the **Description that examinees see** field that might be helpful for the examinee to know prior to testing (i.e. room number, building number).

*Tip:* Information in **Name that examinees see** and **Description that examinees see** will display on the **STORE** test session card.
  - 6 **Price** is pre-populated and can't be edited.
- If your institution pays for student exams via pre-purchased inventory, click the “paid by institution” checkbox.

# Administrator Guide Screenshots Sessions: 5 Delivery

## Part 2

### Summary Info For Examinee Portal

Name that examinees see

10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm

4

Description that examinees see

[Add information here - 255 character limit. (e.g., Check in at the testing center xx minutes before your exam time, testing location, parking directions, classroom number, etc.)]

5

Price

53

6

☐ Paid by institution

# Scheduling an Exam

## Sessions

### "5 Delivery" Screen, pt. 3

- 7 Optional: Add a **Registration Window** if you want examinees to register only during a specific time. This defaults to your timezone.

***From:** Enter the date you want registration to be open to examinees.*

***To:** Enter the date when you want registration to be closed.*

- 8 Add a **Delivery Window** for when the test session will be administered.

***From:** Enter the date and time of the exam.*

***To:** Enter a date and time 24 hours after the exam.*

- 9 Enter the number of seats you wish to have available for this testing session in the **Capacity** field.

# Administrator Guide Screenshots Sessions: 5 Delivery

## Part 3

### Event Session Options

7


Registration window: From: 

9/4/2025, 1:19 PM

To: 

9/11/2025, 1:19 PM

8

Delivery window: From: 

9/4/2025, 1:19 PM

To: 

9/11/2025, 1:19 PM

9

Capacity

# Scheduling an Exam

## *Sessions*

### “5 Delivery” Screen, pt. 4

- 10 Optional: In the **Proctoring** section, click the **WebLock** checkbox to enable WebLock. This lockdown browser requires additional software. Contact us for more details.
  - All other **Other Options** fields are set from the **Session template** and can't be edited.
- 11 On the top-right of the screen, click **Next** to continue.

# Administrator Guide Screenshots Sessions: 5 Delivery

## Part 4

### Proctoring

☐ WebLock

10

☒ Disable Ctrl+C and Ctrl+V (Copy, Paste)

☒ Disable Ctrl+P (Print)

☒ Disable Ctrl+F (Search)

Select Reports

Add

NLN NEX Student score report



Specify security protocols for the Session

11

Previous

Next



# Scheduling an Exam

## *Sessions*

### "6 Access" Screen



Nothing for you to do here.



On the top-right of the screen, click **Next** to continue.



# Administrator Guide Screenshots Sessions: 6 Access



## Define how examinees will access the Session

[Previous](#)[Next](#)

- ☒ Examinees will use individualized test codes to enter the test. You can email these to examinees, give to proctors, or embed in another system.
- ☐ Create a Group URL, which allows examinees to self-register at the time of the test. (Note: this will disable the screen to pre-register Examinees for this Session)



## Instructions for examinees

**B** **I** **U** **H<sub>1</sub>** **H<sub>2</sub>** **x<sub>2</sub>** **x<sup>2</sup>** Normal Normal

Sans Serif

Instructions that you want examinees to see before the test day. You can send this via email or display this in a registration dashboard.

## Insertable fields

Examinee info

Session info

# Scheduling an Exam

## *Sessions*

### "7 Examinees" Screen

- As examinees enroll for this testing session, they will auto-populate in **Examinees in this Session** section.
- On the bottom-right of the screen, click **Save & Exit**.
- You will automatically be directed to the home **Sessions** screen to complete the final steps so the test session will display in the **STORE**.

# Administrator Guide Screenshots Sessions: 7 Examinees



Assign examinees to this Session; you must then lock the Session before you deliver

Previous

Import Add all (0)

Search...

Filters:

Tags

☒ Any tag match

Items per page: 25 1 - 12 of 12

Examinees in this Session	Test Code	Allow extra time	Time multiplier
[Redacted]	PR512L923008	<input type="checkbox"/>	1
[Redacted]	RQ7300103268	<input type="checkbox"/>	1

[Redacted] JZ374C600232 ☐ 1

Cancel Save & Exit



# Administrator Guide

## Scheduling an Exam



*If you do not lock the testing session, it will not show up in the **STORE** for examinees to purchase.*

### Locking a Session option 1

**There are TWO ways to lock a session.  
The first is when you are done creating the session.**

- 1** When you complete all session screens, click **Save & Exit**.
- 2** A pop-up will appear asking if you wish to Save or Save & Lock. If you are done creating the session and don't anticipate any changes, choose **Save & Lock**.
  - A red, locked padlock icon** will now appear to the right of the session name in the Sessions list.

# Administrator Guide Screenshots Sessions: Final Set-Up

1

Cancel

Save & Exit



2

## Save Session

Would you like to lock this session so that delivery can begin? You will not be able to make further changes to this session

Save and lock

Save



<input type="checkbox"/>	Name	Session ID	Start Date ↓	End Date
<input type="checkbox"/>	 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2 pm		Sep 8, 2025	Sep 15, 2025

# Administrator Guide

## Scheduling an Exam



*If you do not lock the testing session, it will not show up in the **STORE** for examinees to purchase.*

### Locking a Session option 2

**There are TWO ways to lock a session.**

**The second is when you only chose save after creating the session.**


- 1 On the left-navigation menu, select **Sessions**.
- 2 Find the Session name, click the **3 vertical dots** in the **Action** column.
- 3 Select **Edit** from the drop-down.
- 4 On the pop-up screen, click **Confirm**.

 A **red, locked padlock icon** will appear to the right of the session name.


# Administrator Guide Screenshots Sessions: Final Set-Up

**Examinees**

**Sessions** 1

<input type="checkbox"/> Name	Session ID	Start Date	End Date	Tests	Examinees	Actions	Dashboard
<input type="checkbox"/> 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2 pm		Sep 8, 2025	Sep 15, 2025	4	0	 View	

2

<input type="checkbox"/> Name	Session ID	Start Date	End Date	Tests	Examinees	Actions	Dashboard
<input type="checkbox"/> 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2 pm		Sep 8, 2025	Sep 15, 2025	4	0	 Edit Lock	View

3


## Lock session?

You are locking this session, and your account will be debited 0 test credits.

4

Cancel

Confirm

<input type="checkbox"/>	Name	Session ID	Start Date	End Date
	0.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2 pm		Sep 8, 2025	Sep 15, 2025

# Administrator Guide

## Rescheduling an Examinee

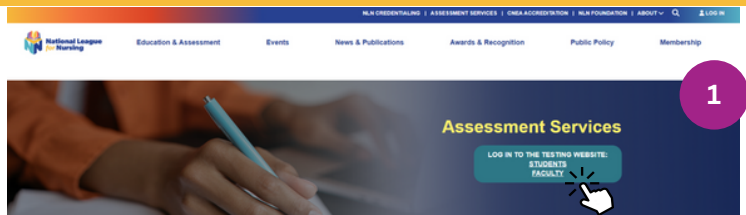
Examinees may contact NLN Student Help to reschedule, or you can do it directly by following these instructions.

### Update Session Examinees

- 1 Go to [www.NLNtest.org](http://www.NLNtest.org), select Faculty, and log in.
- 2 On the left-navigation menu, select **Sessions**.
- 3 Find the session that needs an examinee added or removed using Search or by scrolling.
  - Examinee must be *removed* from the original session **and** *added* to the new session. They can only be in one test session.
- 4 Once you find the test session's **Name**, click on it.



# Administrator Guide Screenshots Examinee: Reschedule an Examinee



Examinees

Sessions

2

Sessions

Create and edit Sessions, which schedule examinees to take a Fine Test

Add Session +

Search...

Filters:

Tags

☒ Any tag match

Apply Reset filters

<input type="checkbox"/> Name	Session ID	Start Date	End Date	Tests	Examinees	Actions	Dashboard
<input type="checkbox"/> 10.01.25 Nursing Entrance Exam (NEX) - Onsite - SIT		Oct 1, 2025	Oct 1, 2025	4	0	<a href="#">View</a>	
<input type="checkbox"/> 10.01.25 Nursing Entrance Exam (NEX) - Onsite - NLN, 2 pm		Sep 8, 2025	Sep 15, 2025	4	1	<a href="#">View</a>	

Items per page: 25 1 - 25 of 28

3

4

1 Info

2 Pre-Session

3 Tests

4 Post-Session

5 Delivery

6 Access

7 Examinees

# Administrator Guide

## Manual Addition of an Examinee

*This is ONLY for institution paid exams or reschedules where the exam has already been purchased.*

### Update Session Examinees

- 1 The screen will display the 7 test session tabs across the top of the screen. Select **7 Examinees**.
- 2 Find the Examinee's name by either using the **Search** feature or scrolling through the **Examinees available to be assigned** list.
- 3 Once you find the examinee, click their name in the **Examinees available to be assigned** list and drag it to the **Examinees in this Session** list on the right.
- 4 On the bottom-right of the screen, click **Save & Exit**.

# Administrator Guide Screenshots Sessions: Manual Examinee Addition

Info Pre-Session Tests Post-Session Delivery Access **Examinees**

Assign examinees to this Session; you must then lock the Session before you deliver

Import Add all (11)

Search...

Filters:

Tags

☒ Any tag match

**Examinees available to be assigned**

Examinees in this Session Test Code Allow extra time Time multiplier

Items per page: 25 1 - 1 of 1

Previous

Save & Exit Cancel

# Manual Removal of Examinees *Sessions*

### Update Session Examinees

- 1 Find the Examinee's name on the **Examinees in this Session** list.
- 2 Once you find the examinee, click their name in the Examinees in this Session list and drag it back to the Examinees available to be assigned list on the left.
- 3 On the bottom-right of the screen, click **Save & Exit**.

# Administrator Guide Screenshots Sessions: Manual Examinee Removal

Info Pre-Session Tests Post-Session Delivery Access **Examinees**

Assign examinees to this Session; you must then lock the Session before you deliver

Import Add all (11)

Search...

Filters:

Tags

☒ Any tag match

Examinees available to be assigned

1

Examinees in this Session

Test Code

Allow extra time

Time multiplier

PR512L923008

2

3

Cancel Save & Exit

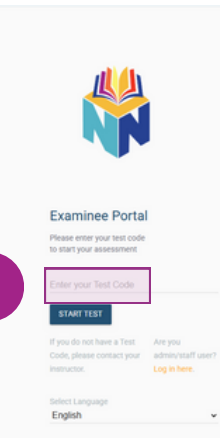
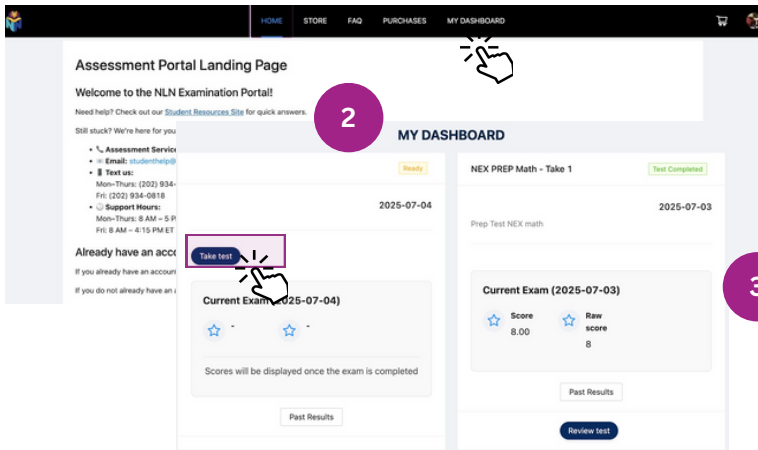
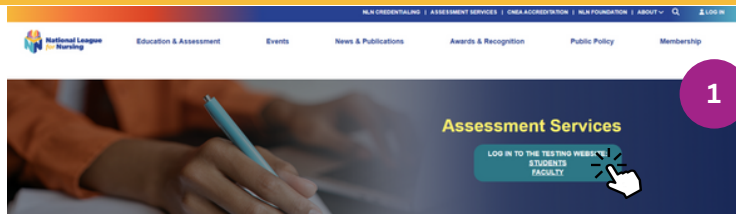
The screenshot displays the 'Examinees' tab in the Administrator Guide. At the top, a navigation bar shows tabs for Info, Pre-Session, Tests, Post-Session, Delivery, Access, and Examinees (highlighted). Below the navigation bar, a message states: 'Assign examinees to this Session; you must then lock the Session before you deliver'. There are two buttons: 'Import' and 'Add all (11)'. A search bar with a magnifying glass icon is present. Below the search bar, there are sections for 'Filters:' and 'Tags'. A checkbox labeled 'Any tag match' is checked. A section titled 'Examinees available to be assigned' shows a list of examinees, with one row highlighted. A red arrow points from this list to the 'Examinees in this Session' table. The table has columns for 'Examinees in this Session', 'Test Code', 'Allow extra time', and 'Time multiplier'. The first row in the table shows a redacted examinee name, the test code 'PR512L923008', and a time multiplier of '1'. A hand icon points to the 'Save & Exit' button at the bottom right.

# Proctoring an Exam

## Logging Students In

- 1 Students should go to [www.NLNtest.org](http://www.NLNtest.org), select Student, and log in.
- 2 They should navigate to **My Dashboard**, find the exam session, and click **Take Test**.
- 3 They should then enter the Group code provided to them by the proctor.

# Administrator Guide Screenshots: Proctoring an Exam



# Proctoring an Exam

## Running the Session

- 1 On the left-navigation menu, select Sessions.
- 2 Find the Session to be proctored.
  - Find the Session name by either using the **Search** feature or scrolling through the Sessions list.
- 3 Click View.



# Administrator Guide Screenshots: Proctoring an Exam

 Examinees

 Sessions

1



Search...

2

Filters:

Tags

☒ Any tag match

Apply

Items per page: 25

1 - 25 of 226



<input type="checkbox"/>	Name	Session ID	Start Date	End Date	Tests	Examinees	Actions	Dashboard
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	2-NACE	Oct 7, 2025	Oct 8, 2025	2	0	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	3-Readiness	Oct 7, 2025	Oct 8, 2025	2	0	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Sep 25, 2025	Oct 2, 2025	1	1	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Sep 25, 2025	Nov 30, 2025	1	2	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Sep 25, 2025	Nov 30, 2025	1	1	⋮	<a href="#">View</a>
<input type="checkbox"/>	10-2025-Exam 2	1-NEX	Sep 24, 2025	Oct 1, 2025	1	2	⋮	<a href="#">View</a>

3



# Proctoring an Exam

### What to Know

- 4 The proctor Dashboard will now be open
- 5 When the proctor is ready to begin and candidates are logged in, **provide the Group Code** to all examinees. Everyone will use the same code.
- 6 The circle graph updates as students start and finish their exams.
- 7 When testing is done, click **Exit**.

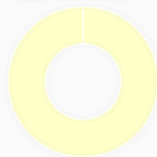
# Administrator Guide Screenshots: Proctoring an Exam

4

## Session Dashboard

Test	NEX PREP MATH - Take 1
Registered	2
Completed	0
Score mean	0
Score SD	0
Pass %	0

Not started In progress Completed  
Test code expired



6

Email Codes (All)

Rescore (All)

Refresh session

Exit

Completions per: ☐ Week ☒ Month

7

Group code: CS001L400100 ↻

5

## Reports

Examinee Results

Remaining time

Export

Filters

Items per page: 25 1 - 2 of 2

<input type="checkbox"/>	First Name	Last Name	External ID	Email	Test code	Retake	Date	Session status	Accommodations	Time multiplier	NEX PREP MATH - Take 1 Score	NEX PREP MATH - Take 1 Classification	Actions
<input type="checkbox"/>			user-776e3be8ae964889b2393dadee860a8c		3514H354878	-		Not started	None	-	-	-	⋮
<input type="checkbox"/>					V452R617886	-		Not started	None	-	-	-	⋮

# Administrator Guide

## ADA Accommodations

*There have been no changes to this process.*

### Requesting Accommodations

1

If an examinee is testing **virtually** and requires a testing accommodation, an ADA Special Accommodation Request must be completed.

- The form must be **signed** and **submitted by the institution**.
- Any request submitted by a student, with or without an administrator's signature will be disregarded with no further notice.
- Allow 5 business days for the request to be processed.
- There is no guarantee for a request submitted less than 5 business days from the desired testing date.
- **Onsite students with accommodations don't need this form; the onsite proctor will confirm and add the time.**

# Administrator Guide Screenshots: Requesting Accommodations



# Administrator Guide

## ADA Accommodations

*There have been no changes to this process.*

### Requesting Accommodations

- 2 Fill in the **Examinee's Information** section with the student's **Name**, **Phone Number**, **Email**, and **Date of Birth**. The examinee's information must match what they have in Credicycle.
- 3 Fill in the **School Information** section with the **School Name**, **Address**, **School Administrator Name**, **Title**, **Phone Number**, and **Administrator Email**.

# Administrator Guide Screenshots: Requesting Accommodations

**Examinee's Information** 2

**Name \***

First Name Last Name

**Phone Number \***

(000) 000-0000

Enter as shown

**Email \***

example@example.com

**Date of Birth \***

Month Day Year

**School Information** 3

**School Name \***

**Address \***

Street Address

Street Address Line 2

City State

Zip Code

**School Administrator Name \***

First Name Last Name

**Title \***

**Phone Number \***

(000) 000-0000

Enter as shown

**Administrator Email \***

# Administrator Guide

## ADA Accommodations

*There have been no changes to this process.*

### Requesting Accommodations

- 4 In the Special Accommodation Request section, check all boxes for the accommodations the student is requesting for the test.
- 5 In the **Exam Information** section, enter the **Exam Name** and the **School Administrator's Signature**.
- 6 Review the entered information for the student's accommodation request and then click **Submit** at the bottom of the form.



# Administrator Guide Screenshots: Requesting Accommodations

## Special Accommodation Request

4

Please select all that apply: \*

- ☐ Special seating or other physical accommodations (provided onsite at the testing center's discretion)
- ☐ Reader (provided remotely or with the testing center's discretion)
- ☐ Separate testing area (requires remotely or provided at the testing center's discretion)
- ☐ Extended Time (select time to allow)
- ☐ 3.0 Time
- ☐ 2.0 Time
- ☐ 1.5 Time (Default Extension Time)
- ☐ Other\*

\*If Other, please list accommodation:


## Exam Information


5

Exam Name \*

By signing below, I confirm the individual meets the established ADA guidelines and the named institution is willing to provide requested services.

School Administrator Signature \*

Sign Here 



Clear

6

Print Form

Submit

Powered by JotForm

## ADA Accommodations

### *Examinees*

#### Add Accommodations, pt. 1

- 1 On the left-navigation menu, select **Examinees**.
- 2 Find the **Examinee's name** who needs the testing accommodation added, either using the **Search** feature or scrolling to find the name.
- 3 Find the Examinee's name, click the **3 vertical dots** in the **Action** column.
- 4 Select **Edit** from the drop-down.



# ADA Accommodations

## *Examinees*

### Add Accommodations, pt. 2

- 5 Scroll down to the **Accommodations** section.
- 6 Check the **Allow Extra Time** checkbox.
- 7 Enter the **Time Multiplier** for this examinee (*Options: 1.5, 2, or 3*).
- 8 On the bottom-right of the screen, click **Save & Exit**.

# Administrator Guide Screenshots: Add Accommodations

## Edit Examinee

Store information on each Examinee

First Name \*

Re

Last Name \*

C

Middle Name

Suffix

Email \*

ra.com

ID

Phone number

Mailing address

Time Zone

Add Tag

### Accommodations

☐ Allow extra time

Multiplier

1

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

5

## Accommodations

☒ Allow extra time

6

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

## Accommodations

☒ Allow extra time

Multiplier \*

2

7

☐ Allow bathroom breaks

☐ Allow read-aloud / screen reader

8

Cancel

Save & Exit

## Administrator Guide

# Checking Inventory

### What to Know

- 1 From the left navigation menu, select Institution.
- 2 Click the name of your institution.
- 3 Open the Inventory tab on the far right.
- 4 This screen displays the number of exams remaining in your inventory.



You **MUST** have enough exams for the number of tests you plan to administer.

# Administrator Guide Screenshots: Checking Inventory

1

Examinees

Sessions

Institution

Reports

2

Manage Institution

Create and edit Institution

Name ↑

Z-A

3

Institution

Create and edit Institution

Information

Contacts

Users

Sessions

Inventory

4

Information

Contacts

Users

Sessions

Inventory

2025 Practice and Prep Order Form with Credit Card  
Proctor 360 Order Form with Purchase Order  
Proctor 360 Order Form with Credit Card  
2025 Practice and Prep Order Form with Purchase Order  
20 Practice Order Forms for High/Sec Agency Play Exams  
2025 On-Site Order Form with Purchase Order  
2025 On-Site Order Form with Credit Card

Name

Name  
Test Nth

Description

Description  
Test Nth

Enabled

☐

Credits

Credits  
0

Links to order forms

# Administrator Guide

## Ordering Inventory

*There have been no changes to this process.*

### What to Know

- 1 Visit **[www.NLNtest.org](http://www.NLNtest.org)**, select **Administrator Resources**, and then **Purchase Exam Credits**.
- 2 Fill out the appropriate form:
  - [Onsite Order with Credit Card](#)
  - [Onsite Order with Purchase Order](#)
- 3 A member of the NLN Customer Experience Team will load inventory into your account.



# Administrator Guide Screenshots: Ordering Inventory

## Resources

Helpful guides and video tutorials for students and program administrators.

### Student Resources



### Administrator Resources



1



School-Paid Exams:  
How to Purchase  
and Check Exam Inventory

2

For schools purchasing exams on behalf of students:

Submit the correct order form:

- Onsite Order with Credit Card
- Onsite Order with Purchase Order
- Virtual Order with Credit Card
- Virtual Order with Purchase Order



# Administrator Guide

## Ordering Inventory

*There have been no changes to this process.*

### Order Form

- 3 On either order form, you'll need to enter the **Institution Name**, the **First** and **Last Name** of the person placing the order, their **Phone Number**, their **Email** address, the **Institution's Billing Address**, and the **Signature** of the authorized person placing the order.
- 4 In the **My Products** section, add a checkbox next to the **Test** to be purchased & enter the **Quantity** of tests needed.
- 5 You can search for the **Test**, type the name in the **Search** field, select a **Test Category**, or **Sort by** the tests by name or price.
- 6 Depending on your order form, enter the **Purchase Order** or the **Credit Card** information and click **Submit**.

# Administrator Guide Screenshots: Order Form

**Institution Name \***

**Individual Placing This Order \***

Name Last Name

**Phone Number \***

101 000-0000

enter a valid phone number.

**Email \***

ple@example.com

**Institution's Billing Address \***

Address

Address Line 2

State / Province

ZIP / Zip Code

**Signature \***

Sign Here

Clear

## My Products

Search

**Categories:** All

- ☒ All
- ☐ NEX
- ☐ NACE
- ☐ PN Achievement Series
- ☐ RN Achievement Series
- ☐ NCLEX Readiness
- ☐ In-Practice

**Sort By**

Name: A to Z

Name: Z to A

Price: Low to High

Price: High to Low

**NEX**

☐ C-NEX

Nursing Entrance

**Quantity**

0

**Total** \$0.00

**Purchase Order \***

**Submit**

**Credit Card**

First Name Last Name

Card number MM/YY CVV

**Submit**

# Administrator Guide

## Reporting

### Pulling Reports by Student

- 1 Select **Examinees** and locate the student's name.
  - You can search for a student by name using the search box or scroll the alphabetical list.
- 2 Click the three action dots in the far-right column and select **Edit**.
- 3 Scroll to the bottom of the student's information and click on **Examinee History Report**.
- 4 Click **Download Reports**. The report will download to your computer for viewing.

# Administrator Guide Screenshots: Reporting by Student

1

Examinees

Sessions

2

Edit

3

Examinee History Report

Session Name	Date Registered	Date Started	Date Completed	Score	Reports
	09-23-2025 12:06	09-23-2025 12:06	09-23-2025 12:55	0	<a href="#">Download Reports</a>

# Administrator Guide

## Reporting

### Pulling Reports by Session

- 1 Select **Sessions** and locate the session to run a report for.
- 2 Click **View** in the far-right column; it will open the Session Dashboard.
- 3 Click **Export**. This will open a dropdown menu. Choose **Export score reports (All)**.
- 4 **Name the file.** Click **Export**.
  - All reports for this session will download as one PDF file

# Administrator Guide Screenshots: Pulling Reports by Session

1

Examinees

Sessions

2

View

## Session Dashboard

Email Codes (All)

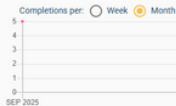
Rescore (All)

Refresh session

Exit

Test	NEX Pretest Survey	NEX Verbal	NEX Math
Registered	7	7	7
Completed	6	6	5
Score mean	0	10.83	8.6
Score SD	0	10.61	6.43
Pass %	0	0	0

Not started In progress  
Completed Discarded



## Reports

3

Export

Export

4

## Export data

Specify a name for the file below. When ready for download, it will be listed on your Notifications page.

Export file name \*

Export file name

Cancel

Export

Score/Metadata Summary (All)

Score/Metadata Full (All)

Raw Response Matrix (All)

Scored Response Matrix (All)

Item time matrix (All)

Item-by-item report (All)

Export score reports (All)

# Administrator Guide

## Reporting

### Pulling Reports by Session

- A yellow notification will appear by your name on the left of the screen when your reports are ready.
- 5 Click on your name and then Notifications.
- 6 The newest file will be at the top and bolded. Click **Download**.
- 7 When opened, the file will display all session examinees' reports.



# Administrator Guide Screenshots: Reporting by Session

5

My Account

Notifications <sup>1</sup>

Log Out



1 aren Drake ▾

Date	Type	Message	Download
09-24-2025 14:29	EXPORT	<span>NEW</span> ✓ Session *NLN QA2: NEX Section Template - ONSITE - [09/03/2025, 1pm]: Export *2025.09.24 Nursing Entrance Exam (NEX) - Onsite - SON, 2:15pm* successful on 09/24/2025 18:29:09.	<div>Download</div>

6