

# 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

**Sessions**

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

**2** 



## Add new session

Name \* **3**

Specify name for new session

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*).

# 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 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.**

# 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



## 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 is 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



Choose one or more tests to deliver in this session

Drag a test to the right to add it to this session. Drag a test to the left to remove it.

Previous

Next

Add all (8)

Search...



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

Items per page: 25 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



Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Normal, Paragraph, Text Color, Background Color, Font Family (Sans Serif), Font Size, Text Color, Background Color, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo.

Message content:  
\$(firstName),  
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.

Modal window: NLN Assessment Exam (Test Completed) 2025-08-29. Expiration date: 2025-09-01 08:14. All Results table with columns Name, Date, Status, and Download status.

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.

# 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.

# 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 exam date and 30 minutes prior to exam start time.*

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

9 Enter the number of seats you wish to have available for this testing session in the **Capacity** field. Leaving this field blank creates an unlimited 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 1

Info — 2 Pre-Session — 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\*\*\*

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



Session Name \* **2**  
10.01.25 Nursing Entrance Exam (NEX) - Onsite - SITE, 2pm

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

**3**



# 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



# 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

# 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

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

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

**A** 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**.
- If you are ready for this exam to appear in the store, choose **Save & Lock** on the pop-up. Otherwise, just choose Save.

# 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



## Save and Lock 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



## 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**.
- An **orange, 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



Name

Session  
ID

Start  
Date ↓

End  
Date



10.01.25 Nursing

Sep 8,  
2025

Sep 15,  
2025



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

## 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**.

 An **orange, 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 	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

→

## 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 **first** and **then** added to the new session.
- 4 Once you find the test session, click on **View**.

## Rescheduling an Examinee

Update Session Examinees

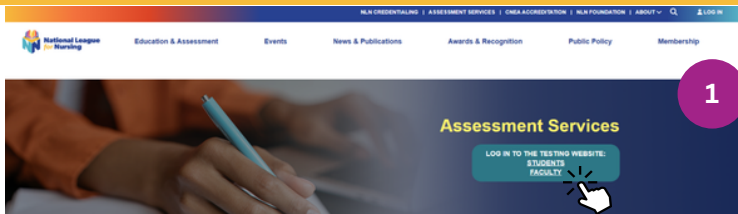
- 5 Find the student and click the checkbox beside their name.
- 6 Scroll back up the page to above the list. On the left, click Unregister Examinee.
- 7 On the pop up, click Yes.
- 8 Return to the session list, find the session they are moving to, and click the name of the session.
- 9 Go to screen 7, Examinees.

## Rescheduling an Examinee

### Update Session Examinees

- 10 Enter their name or email in the search and hit enter.
- 11 Find the student and drag their name to the right side of the screen, Examinees in this Session.
- 12 Confirm the addition of the examinee.
- 13 Save and Exit the session.

# Administrator Guide Screenshots: Reschedule an Examinee



Examinees

Sessions

2

Sessions

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

Add Session +

Search...

Filters:

Tags

Any tag match

Apply Reset filters

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

1 Info

2 Pre-Session

3 Tests

4 Post-Session

5 Delivery

6 Access

7 Examinees

# Administrator Guide Screenshots: Reschedule an Examinee

5

 Jesse Ramos jramos@nlm.org RC776K859239 03-11-2026

Register Retest (1)

Unregister Examinees (1) 

Export

Results

6





## Unregister Examinees

If any of these examinees has started or completed a test, their results will be completely deleted. Proceed?

No

Yes 

7

<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, 2pm		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 p		Sep 8, 2025	Sep 15, 2025	4	1		<a href="#">View</a>

8

1 Info


2 Pre-Session

3 Tests

4 Post-Session

5 Delivery

6 Access

7 Examinees 

9

# Administrator Guide Screenshots: Reschedule an Examinee

10

11

Search...

Filters:

Tags

Any tag match

Examinees available to be assigned

Examinees in this Session	Test Code	Allow extra time	Time multiplier
[Redacted]	QR437Z5827155	<input type="checkbox"/>	1
[Redacted]	RC776K819229	<input type="checkbox"/>	1

Items per page: 25 | 1 - 2 of 2

## Add Examinee?

You have added examinees to this session, and your account will be debited 1 test credits.

Cancel Confirm

12

Cancel Save & Exit

13

# Administrator Guide

## Manual Addition of an Examinee

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

### Add 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 **1** 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

**2**

Examinees available to be assigned

**3**

Items per page: 25 1 - 1 of 1

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

**4**

Cancel Save & Exit

## 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

Items per page: 25 1 - 1 of 1

Examinees in this Session	Test Code	Allow extra time	Time multiplier
❖ [Redacted]	PR512L923008	<input type="checkbox"/>	1
❖ [Redacted]	user-c3f0ac247c5a4848e0cafa206716fd - sallencei@gmail.com		

1

2

3

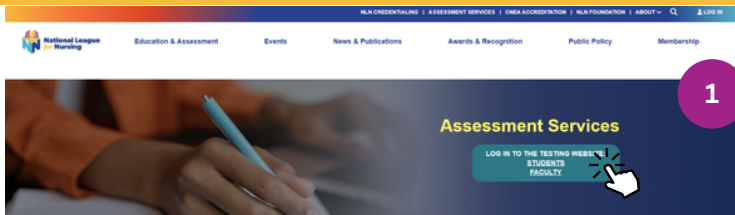
Cancel Save & Exit

# 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



The screenshot shows the "Assessment Portal Landing Page" and the "MY DASHBOARD". The landing page includes a navigation bar with "HOME", "STORE", "FAQ", "PURCHASES", and "MY DASHBOARD". The main content area has a "Welcome to the NLN Examination Portal!" message and a "Take test" button highlighted with a purple box and a hand cursor icon. A purple circle with the number "2" is overlaid on the page. The "MY DASHBOARD" section shows a card for "NEX PREP Math - Take 1" with a "Test Completed" status and a "Review test" button. Another card shows "Current Exam (2025-07-03)" with a score of 8.00 and a raw score of 8. A purple circle with the number "3" is overlaid on the dashboard area.

The screenshot shows the "Examinee Portal" where users enter their test code to start an assessment. The page features the NLN logo, a "START TEST" button, and a "Log in here" link. A purple circle with the number "3" is overlaid on the right side of the page.

# 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.

# 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

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"/>	10-2	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	10-2	2-NACE	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	10-2	3-Readiness	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	10-2	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	10-2	1-NEX	Sep 25, 2025	Oct 2, 2025	1	1	⋮	View
<input type="checkbox"/>	10-2	1-NEX	Sep 25, 2025	Nov 30, 2025	1	2	⋮	View
<input type="checkbox"/>	10-2	1-NEX	Sep 25, 2025	Nov 30, 2025	1	1	⋮	View
<input type="checkbox"/>	10-2	1-NEX	Sep 24, 2025	Oct 1, 2025	1	2	⋮	View

3



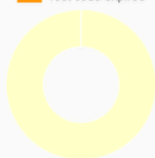
# Administrator Guide Screenshots: Proctoring an Exam

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

Filters

Export

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-776e3be8ae964889b2393dadee60a8c		314H354878	-		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

## 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

## 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



# Administrator Guide Screenshots: Requesting Accommodations

## Examinee's Information

**Name** \*

First Name Last Name

**Phone Number** \*

(000) 000-0000

Enter as shown

**Email** \*

example@example.com

**Date of Birth** \*

Month Day Year

2

## School Information

**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** \*

3

# 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

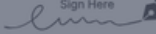
5

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: Day of Exam\*

- 1 On the left-navigation menu, select Sessions.
- 2 Find the Session to be proctored; click View.
- 3 Find the student's name and click the **pencil in the Time Multiplier column**.

\*This must be done BEFORE the student opens the exam.

# ADA Accommodations

## *Examinees*

Add Accommodations: Day of Exam\*

4 Type in the correct **Time Multiplier** (*Options: 1.5, 2, or 3*).

5 Click the **green check mark** to confirm.

\*\* **For exams with more than one section, the correct amount of time will be added to ALL sections of the exam.** If a student tested before and had accommodations, the time multiplier will already be listed.

\*This must be done BEFORE the student opens the exam.

# Administrator Guide Screenshots: Add Accommodations - Day of Exam

Examinees

Sessions **1**

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"/>	[REDACTED]	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	2-NACE	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	3-Readiness	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Oct 2, 2025	1	1	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Nov 30, 2025	1	2	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 25, 2025	Nov 30, 2025	1	1	⋮	View
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Sep 24, 2025	Oct 1, 2025	1	2	⋮	View

**2**

<input type="checkbox"/>	First Name	Last Name	External ID	Email	Test code	Date registered	Date completed	Session status	Time multiplier	NEX Pretest Survey_Q32025 Score
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11-30-2025		Not Started	<input type="text" value="1.5"/>	

**3**

**4-5**

Time multiplier

1.5

# ADA Accommodations

## *Examinees*

### Add Accommodations to Student Profile

- 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 to Student Profile

- 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 to Student Profile

## Edit Examinee

Store information on each Examinee

First Name \*  
R\_\_\_\_\_

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

## Accommodations

Allow extra time Multiplier \* 6

Allow bathroom breaks

Allow read-aloud / screen reader

## Accommodations

Allow extra time Multiplier \* 2

Allow bathroom breaks

Allow read-aloud / screen reader

Cancel Save & Exit

# Checking Inventory

## What to Know

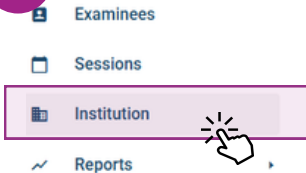
- 1 From the left navigation menu, select Institution.
- 2 Click the name of your institution.
- 3 Open the Inventory tab on the far right.
- 4 This screen displays the number of exams remaining in your inventory.



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

# Administrator Guide Screenshots: Checking Inventory

1



2



3

## Institution

Create and edit Institution

Information

Contacts

Users

Sessions

**Inventory**

4

Links to order forms

Name	Description	Enabled	Credits
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			
16 Practice Order Forms for HighFlex Agency Prep Exams			
2025 On-Site Order Forms with Purchase Order			
2025 On-Site Order Forms with Credit Card			
Name	Description	Enabled	Credits
Test Nth	Test Nth	<input type="checkbox"/>	5

# 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 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.

# Ordering Inventory

*There have been no changes to this process.*

## Order Form

- 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**.

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

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

2



# Administrator Guide Screenshots: Order Form

**Institution Name \***

  
**Individual Placing This Order \***

**Name**  **Last Name**

**Phone Number \***

101 000-0000

enter a valid phone number.

**Zip \***

01234

**Institution's Billing Address \***


**Address**

**Address Line 2**

**State / Province**

**City / Zip Code**

**Signature \***

Sign Here 

Clear

**3**

## My Products

Search

Categories: All

Sort By

Name: A to Z  
Name: Z to A  
Price: Low to High  
Price: High to Low

**NEX**

C-NEX  
Nursing Entrance


Quantity

Total \$0.00

Purchase Order \*

**5**

**6**


Submit 

Total \$0.00

**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 student's name.
- 3 Scroll to the bottom of the student's information to see the student's **Session History**.
- 4 Click **the down arrow** to open the session. This will display the raw score(s).

# Administrator Guide

## Reporting

### Pulling Reports by Student

5 Click the three dots in the Actions column.

- **For NEX EXAMS:**

6 Hover over **Reports**, and then choose **NLN NEX Report**.

- **For all other exams:**

7 Choose **Examinee Session Report**.

8 Scroll to the bottom of the page that opens, click the three lines in the Reports column, then click **Coaching Report**.

# Administrator Guide Screenshots: Reporting by Student

1

Examinees

Sessions

2

3

## Session History

Session Name	Date Registered ↓	Date Completed	Status
Practice Exam and Study Materials: NEX Bundle	3/4/2025	3/21/2025	COMPLETED
Nursing Entrance Exam (NEX) - Virtual	3/2/2025	3/26/2025	COMPLETED

4

Date completed	Session status	Accommodations	Time multiplier	NEX Pretest Survey_Q32025 Score	NEX Pretest Survey_Q32025 Classification	NLN NEX Student Score Report	Reports
03-26-2025	Completed	None	-	0	-	41	31

6

5

7

Examinee Session Detail Report

Examinee Session Report

Unregister Examinee

Re-open Session

Submit Session

Register Retest

Reports

8

Name	Tags	Raw score	Raw score SEM	Multistage score	Multistage score SEM	Scaled score	Classification	Minutes Used	Items attempted	Percentile score	Reports
NACE Foundations of Nursing 1.2		72	0				NONE		00 (0)		
NACE Foundations of Nursing Survey		0	0				NONE		00 (0)		

Coaching Report

## 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 **Custom NLN Reports**, then **NLN Reports**.
- 4 **Confirm the download**. A yellow notification will appear by your name on the left of the screen when your reports are ready. Click it.
- 5 The newest file will be at the top and bolded. Choose Download beside the file.
  - All reports for this session will download in a ZIP file.

# Administrator Guide Screenshots: Pulling Reports by Session

1

Examinees

Sessions

2

View

## Session Dashboard

Test	NEX Pretest Survey	NEX Verbal	NEX Math
Registered	7	7	7
Completed	6	6	6
Score mean	0	10.83	8.4
Score SD	0	10.61	6.43
Pass %	0	0	0

Not started In progress  
Completed Discarded



Reports

3

Export

## Export NLN Reports

You are about to export NLN reports for All examinee(s). Continue?

Cancel

Confirm

My Account

Notifications

Log Out



Export

Results

Score summary (8)

Score metadata (8)

Raw response matrix (8)

Scored response matrix (8)

Item time matrix (8)

Item by item (8)

NLN reports (8)

Events (8)

Custom NLN reports

Date	Type	Source Type	Source Name	Message	Download
03-26-2026 14:19	EXPORT	Report	coaching_reports_03_26_2026_1819	Export 'coaching_reports_03_26_2026_1819' successful.	Download

5

# Administrator Guide

## Reporting

### Pulling Reports by Date Range

- 1 Select **Reports**.
- 2 Select **Bulk NLN Reports Download**.
- 3 Input the date range for when you'd like reports.
- 4 Choose the report type. NEX for the NEX exam and Coaching Report for other exams.
- 5 Choose the exam product.
- 6 Optional: name your file.

## Reporting

### Pulling Reports by Date Range

- 7 Click **Download all reports** in the upper right corner.
- 8 A yellow notification will appear by your name on the left of the screen when your reports are ready. Click it.
- 9 The newest file will be at the top and bolded. Choose Download beside the file.
  - All reports for this session will download in a ZIP file.

# Administrator Guide Screenshots: Reports by Date Range

1

Reports



2



Bulk NLN Reports Download

Download (asynchronous) a zip with selected NLN reports (NEX Coaching, NEX Historical, FAX



3

Start Date



End Date



Clear dates

7

Download all reports



4

Report types

Select Reports \*

You must select at least one option

Institution

You must select at least one option

5

Products

Select Products

6

File name (optional)

nln\_reports

8

My Account

Notifications

Log Out



Date	Type	Source Type	Source Name	Message	Download
03-26-2026	EXPORT	Report	coaching_reports_03_26_2026_18:19	Export 'coaching_reports_03_26_2026_18:19' successful.	

9

