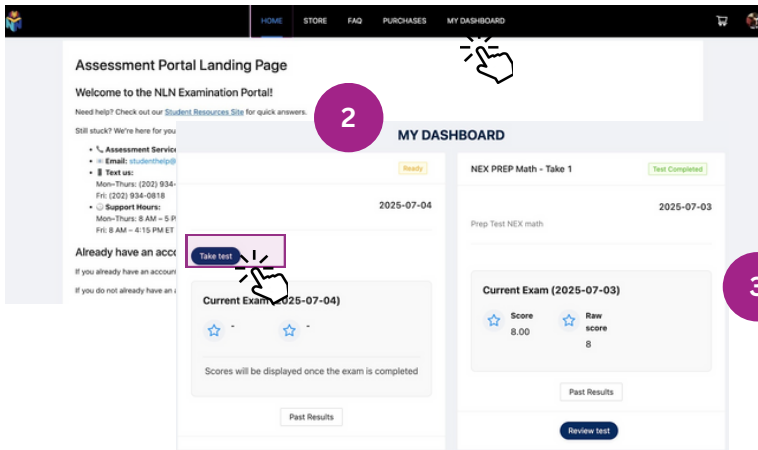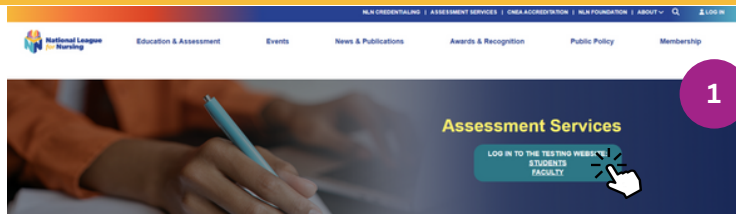# Proctoring an Exam

Logging Students In

1 Students should go to **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

National League for Nursing

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Assessment Services

LOG IN TO THE TESTING WEBSITE
STUDENTS
FACULTY

(1)

HOME   STORE   FAQ   PURCHASES   MY DASHBOARD

Assessment Portal Landing Page

Welcome to the NLN Examination Portal!

Need help? Check out our Student Resources Site for quick answers.

Still stuck? We're here for you:

- 📞 Assessment Service
- ✉ Email: studenthelp@
- 📱 Text us:
  Mon–Thurs: (202) 934–
  Fri: (202) 934-0818
- 🕐 Support Hours:
  Mon–Thurs: 8 AM – 5 P
  Fri: 8 AM – 4:15 PM ET

Already have an acco

If you already have an accoun

If you do not already have an

(2)

MY DASHBOARD

Ready	NEX PREP Math - Take 1 Test Completed
2025-07-04	2025-07-03
	Prep Test NEX math
Take test	
Current Exam (2025-07-04)	**Current Exam (2025-07-03)**
☆ - ☆ -	☆ Score 8.00 ☆ Raw score 8
Scores will be displayed once the exam is completed	
Past Results	Past Results
	Review test

---

(3)

Examinee Portal

Please enter your test code to start your assessment

Enter your Test Code

START TEST

If you do not have a Test Code, please contact your instructor.

Are you admin/staff user? Log in here.

Select Language
English ⌄

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.

👤 **Examinees**

📅 **Sessions** (1)

	Name	Session ID	Start Date ↓	End Date	Tests	Examinees	Actions	Dashboard
☐ 🔒	10... ... 2	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
☐ 🔒	In...ator test	2-NACE	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
☐ 🔒	N...I EXAM TAKEN	3-Readiness	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
☐ 🔒	ta...test	1-NEX	Oct 7, 2025	Oct 8, 2025	2	0	⋮	View
☐ 🔒	H...Demo_324 (test...9.25.25)		Sep 25, 2025	Oct 2, 2025	1	1	⋮	View
☐ 🔒	Se...ion for retake overwrite		Sep 25, 2025	Nov 30, 2025	1	2	⋮	View
☐ 🔒	Se...ion for retake overwrite Copy		Sep 25, 2025	Nov 30, 2025	1	1	⋮	View
☐ 🔒	24...t...hing		Sep 24, 2025	Oct 1, 2025	1	2	⋮	View

Search...

Filters:

Tags

☑ Any tag match

Apply (2)

Items per page: 25 ▾   1 – 25 of 226

(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.
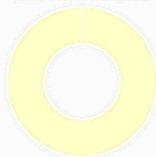
7 When testing is done, click **Exit**.

4

Session Dashboard

Email Codes (All)   Rescore (All)   Refresh session   Exit

7

Completions per: ○ Week   ● Month

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

5   Group code: CS001L400100 ↻

1

0

Reports

Export

Examinee Results   **Remaining time**

Filters   ⌄

Items per page: 25 ▾   1 – 2 of 2

☐	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
☐			user-776e3be8ae964889b2393dadee860a8c		514H354878	-		Not started	None	-	-	-	⋮
☐					V452R617886	-		Not started	None	-	-	-	⋮