

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).

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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

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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

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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

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Examinee Session Detail Report

Examinee Session Report

Unregister Examinee

Re-open Session

Submit Session

Register Retest

Reports

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)		

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Coaching Report