

# **Key Rules For The Exam to Taking NLN Exams with Proctor360**

**NLN Customer Support is available: Mon. – Fri.,  
8am -4pm (Central)**

**1-800-732-8656 Ext. # 2 [studenthelp@nlm.org](mailto:studenthelp@nlm.org)**

# System Check for Proctor360

- 1.) Open the e-mail received from [noreply@proctor360exams.com](mailto:noreply@proctor360exams.com) and select the option that allows you to go through the system inspection.
- 2.) You will be guided through a system check that will verify that your computer will work on the day of your scheduled assessment.
- 3.) The first step is to verify that your microphone is working. Be sure to allow any notification that pops up to request access to your microphone.
- 4.) Once your microphone is verified, the system will verify that your speakers work appropriately.
- 5.) It is recommended that you have a minimum of 10 Mbps for your upload speed. When you connect to take your assessment, it is recommended that you be close to your router or directly plugged in through a wired ethernet connection.
- 6.) You will be required to have a working webcam during your assessment. During this part of the system check, you want to verify that your webcam is available and active. Be sure to allow any notification that pops up to request access to your webcam.
- 7.) The last step is to verify screen share works appropriately. Select the “Entire Screen” option in the top right, click on the image of your screen, then select the share button.
- 8.) Once the system inspection is complete, you will receive an e-mail from [noreply@proctor360exams.com](mailto:noreply@proctor360exams.com) that will allow you to connect to your assessment. Your session will not be available until the time that your assessment was scheduled.

## Key Rules For The Exam

The National League for Nursing enforces certain rules and practices during online exam sessions in order to maintain the integrity of our assessments and to ensure that your test scores are just as accurate and trustworthy as any candidate who takes the exam in a physical test center facility.

**There is no need to worry.** Our online testing rules are the same as the rules enforced at in-person test centers. If you know the material and you’ve prepared for this important exam, you’ll do just fine. We’re constantly refining our online testing processes to make your online testing experience as convenient and anxiety-free as possible.

[Below are a few key rules you need to be prepared to follow:](#)

# Allowed Materials

During your exam session, your environment must be clean and clear of any prohibited materials, notes, or study guides. During the check-in process on Exam Day, you will be required to submit a scan of your desktop and the surrounding space in order to verify that you have no prohibited materials accessible during during the exam.

The following items are the **ONLY** items allowed during your test session:

- Dry Erase Board
- Dry Erase Marker
- Dry Erase Board Eraser

**ALL OTHER MATERIALS MUST BE REMOVED FROM YOUR DESKTOP \ TESTING AREA PRIOR TO THE START OF THE EXAM!**

**A clear, secure testing space is crucial to online testing integrity.**

## Online Testing Environment Rules

- \* You must be alone in a secure area with no other individuals or distractions in the testing area.
- \* No headsets or earbuds are allowed during the test.
- \* Absolutely no cell phones are allowed in the testing area at any time during the session.
- \* You may only have ONE monitor connected to your computer during the exam session. Your proctor will not let you begin the exam until all other screens have been disconnected and removed from your testing space.
- \* No food or beverages are allowed in the testing area at any time.
- \* The testing area must be silent with no other background noise. There is no speaking allowed during your test. This is required in order to maintain equity with students who test in person.
- \* No Smart Watches or similar IOT devices are allowed. Make sure you remove any watches or similar devices before beginning the check-in process for your exam session.

**There are no restroom breaks allowed during the majority of the assessments, so please plan accordingly.**

# Testing Day

- \* Use the link provided in your e-mail from noreply@proctor360exams.com to connect to your proctored session.
  - \* Proceed with the check-in process. A chat box will be located on the bottom right of your screen to communicate with your proctor.
  - \* Select the entire screen, click the available screen, and select the share option.
  - \* Provide access to your webcam.
  - \* Next, your proctor needs to verify your identity. You will be asked to take a picture of your face, as well as your identification. A proctor will be required to verify your identity. Please be sure to monitor your chat box, in case your proctor provides further instructions.
  - \* The last step is to verify the security of your testing area. Please be sure that your desk is clear of any materials and that you are alone in a quiet space. Once you are ready, select the “Start Recording” button. At this time you will use your webcam to show that your desk and testing environment are clear. Once you have finished, select the complete recording option.
  - \* Once you are checked in you will open the NLN page in a new tab and log into your account. Use the same login that you used when purchasing/registering for your exam.
- > Go under My Assessments and look under On-site for the exam you are taking. There will be a Launch button under Start.
  - > Click “Launch”
  - > You will be provided a start code by the proctor via chat.
  - > You will be provided a start code by the proctor via chat.
  - > If you run into any issues during your exam please communicate with the proctor via chat located at the bottom right of the screen.

**Good luck with your Exam!!!**