NLN Student Guide for Testing with EXAMITY

January 2021
Welcome to NLN Testing Services

This guide will provide you with everything you need to:

1.) Create your new NLN testing account
2.) Access and purchase test prep & practice exams
3.) Purchase, schedule & take your proctored exams
4.) Access your score reports

We hope you find this new platform useful and easy to navigate. If you run into any issues along the way, we have added resources throughout this presentation to assist.

Best of Luck on Your Exam & Be Well!
NEW 2021 ADA ACCOMMODATIONS PROCEDURE

Institution Responsibilities:

1.) An authorized administrator or instructor must complete, sign, and submit this form on behalf of the student: NLN EXAM ACCOMMODATIONS REQUEST FORM
2.) Please 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.
3.) Any request submitted by a student, with or without an administrator’s signature will be disregarded with no further notice.
4.) *A student requiring an exam be paused/resumed will be required to test at the school with an on-site proctor to manually control the exam.
5.) Please provide each student with a copy of the NLN Student Guide, the type of test they are to purchase (HyFlex Proctorio or Examity) and the name of the exam.

Student Responsibilities:

1.) Students will create their new NLN Account using the NLN Student Guide.
2.) Student will follow the step-by-step directions in the guide to purchase the regular exam.
3.) Do NOT schedule or start the exam without confirmation from the NLN that your accommodation has been made. Failure to follow this instruction may result in a standard exam being administered. No refund or replacement exam will be granted.

NLN Responsibilities:

1.) We will provide the Student Guide to the Institution.
2.) We will add the accommodation to the exam within 5 business days of receipt of request.
3.) We will contact the individual making the request and the examinee, by email, when the accommodation has been added to the exam.

Students that have already purchased their exams prior to 1/7/21 will still have access to them in their portal and may proceed as before. The exams were removed from the active inventory on 1/7/21.

We sincerely thank you for your time and look forward to working with you in 2021. If you have any questions or would like additional information, please do not hesitate to reach out to me at: 1-877-341-3168 ext. # 3.
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WHAT IS EXAMITY?

Examity is a proctoring option that allows students the ability to test remotely. Once the exam is purchased students will go to My Assessments in their portal to schedule a time and date to meet one on one with a live proctor and take the exam.

**Student Checklist**
- Review the NLN STUDENT GUIDE!
- Created your NLN Account
- Purchase your exam and any prep materials
- Schedule your exam in My Assessments
- Schedule ADA Accommodations if needed (contact your testing center)
- Log In and take your exam on the scheduled date
- Access your results after your exam
- Let your institution know that you have completed the exam.
- Institutions will have access to your scores at the same time you receive them.
DEVICE SETUP

THE CALCULATOR HAS BEEN REMOVED FROM THIS EXAM. WE ARE WORKING ON A REMEDY BUT FOR NOW PLAN TO HAVE A BASIC CALCULATOR FOR THE EXAM. CELL PHONES, SCIENTIFIC AND ADVANCED DEVICES ARE NOT ALLOWED.

The Whiteboard is still available
Windows Vista or higher. Examity does not support Linux or Chrome OS

Desktop computer or laptop

Tablets, Chromebooks and cell phones do not meet our requirements

Device must have a working (built-in or external) webcam and microphone

Internet speed must be at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended

Browser with pop-up blocker disabled

PENCIL AND PAPER ARE NOT ALLOWED, HOWEVER, THERE IS A WHITEBOARD IN THE EXAM

THERE IS NO LONGER A CALCULATOR AVAILABLE IN THE EXAM

If your school allows, you may use a basic calculator (no phones, scientific or advanced devices allowed)
Setting Up Your System for NLN Exam through Examity®

• Step 1 Install Questionmark Secure [Link to Questionmark Secure]

• If Questionmark Secure for Windows is already installed, the new installation will replace it (providing it’s a later version). When upgrading, the previous version will be removed from your computer.

• To install Questionmark Secure for Windows:
  1. Double-click the installer.
  2. Click Next.
  3. Accept the license agreement and click Next.
  4. Change the destination folder in which you’d like to install Questionmark Secure or use the default location.
  5. The next step depends on the kind of user you are:
     - If you’re an administrative user, select whether you’d like to install Questionmark Secure for Anyone who uses this computer or Only for me.
     - If you’re a standard user, Only for me is automatically selected.
  6. Click Next.
  7. Click Install.
  8. Once installation is complete, click Finish.

• Step 2 Real-time Communication Components

  1. Ensure the following are functional and enabled for real-time communication with the exam proctor.
     - A browser with pop-up blocker disabled
     - A built-in or external webcam and microphone
     - Internet speed must be at least 2 Mbps download and 2 Mbps upload.

  2. Use the following link to test real-time communication components:
     - Test real-time communication components and bandwidth
     - The real-time communication with the proctor is accomplished using a Zoom meeting. Zoom is a web conferencing application, and you’ll be prompted to install or run it in the process of connecting with the proctor. You don’t have to install it ahead of time.
Technical Support

Support at Questionmark

Examity

NLN Student Customer Support

You may also call 1-800-732-8656 Extension # 2
Phones are answered Mon.-Fri., 8am – 4pm (Central)
Creating Your New NLN Account

Please Be Certain to Choose Your Institution When Creating Your Account, Otherwise, Your School Will Not Be Able to See Your Results and It May Take Up To Ten Business Days To Resolve.
This is a new NLN examination portal. Even if you have taken an NLN examination in the past, you MUST create a new account. Once you have created a new account and signed into www.nlntest.org, use the same account to login for all future NLN testing. You only need to create one account.

If you cannot remember your password, click on the "Request new password" tab and enter your username and it will send an email to the account you have one file with us.
STEP # 1
- Direct Google Chrome to www.nlntest.org
- This screen will pop up, it is simple and does not identify your school in any way (If you see the same information as below you are in the right place).
- We recommend using your email address as your username to keep things simple!

Step # 2
Select Your School or Enter School Code (provided by your institution)

Step # 3
Fill out the following:
- FIRST NAME
- LAST NAME
- DATE OF BIRTH
- IF YOUR SCHOOL ASK YOU TO ADD INFO DO SO HERE.

When registering your account
Be Sure To choose your institution!
Creating Your New NLN Account

STEP # 4

Enter City
Hometown

Enter State
DC

Enter Phone
555-867-5309

Click Create new account

STEP # 5

You will then receive a New Account/Welcome Message in the email you provided. It will include a link to:

- Verify your account
- Reset your password
- Set your correct time zone

Please note: This is a one time use link for resetting your password and it will expire in 24 hours.

If you are having difficulty re-setting your password please contact NLN Student Services at 800-732-8656 ext. # 2 or email us at studenthelp@nln.org

After resetting your password logout and then log into www.NLNTEST.org
Reset password and set time zone

Creating Your New NLN Account

This is extremely important when using Examity. If you schedule your exam in the wrong time zone it will not show up at the correct time.

Remember to set your local time zone. That is important for booking an online proctoring appointment.

After using the one-time use link to login, change your password.
HOW TO PURCHASE TEST PREP, PRACTICE TEST AND EXAMS
Step # 1
Log into www.nlntest.org

Step # 2
Know which Proctor Option: Your School is Using.
Examity

Step # 3
Select Buy Exam and this screen will pop up.

- Enter the SKU into the box SKU Contains and hit apply. (for a list of SKU's please see the reference guide page 39 in the back of this guide)

- Same goes for practice exams and practice tests.

Locating Your Materials or Exam

Examity test begin with E.

Please note:
If you are taking the Pre-admission (PAX) exam the catalog only list the verbal exam BUT all three sections are included with purchase.
Once you have located the materials you need please complete the following steps:

1. Enter the **Quantity** you would like to purchase
2. Click the **Add to Cart** button
3. See Message stating the Exam added to your cart
4. Click on the **Shopping Cart**
CHECKING OUT USING A VOUCHER CODE

If your institution pays for your exam they will provide you with a voucher code for your purchase.
Review Quantities & Total, Update Cart if changed and then Click **Checkout**

**STEP # 2**

If you are paying with a **Voucher Code** provided by your institution, employer or agency please enter the complete code here then click **Add Voucher**

**Codes are case sensitive.**

Once an exam is purchased it is good for only 90 days. It will expire after that time and the student/employee will be responsible for repurchasing the exam at their own expense.

NEXT Click on **Continue to next step**
Completing Checkout & Confirming Payment
Using a Voucher Code

STEP # 3

Confirming Payment

Please wait while we confirm your payment ... 

STEP # 4

Checkout complete

Your order number is 14. You can view your order on your account page when logged in.

Return to My Assessments

Click the Return to My Assessments link for next steps.
CHECKING OUT WITH A CREDIT CARD, PAYPAL OR WIRE TRANSFER
Review Quantities & Total, Update Cart if changed and then Click **Checkout**

**Once an exam is purchased it is good for 90 days.**

**It will expire after that time and the student/employee will be responsible for repurchasing the exam at their own expense.**

**STEP # 2**

NEXT Click on **Continue to next step**
Review Cart & Checkout
Using a Credit Card, PayPal or Wire Transfer

**STEP # 3**
- The Pay with Credit Card should Auto Populate
- Click on Next Step

**STEP # 4**
- Please fill out this form completely and then press continue

If you have any trouble with payment, please contact our vendor directly at 2Checkout.
STEP # 3

Confirming Payment

Please wait while we confirm your payment ...

STEP # 4

Checkout complete

Your order number is 14. You can view your order on your account page when logged in.

Click the **Return to My Assessments** to verify you have received your exam and to schedule your testing Appointment.
Schedule Exam

Now Schedule Your Proctor Appointment with Examity®
For Technical Support:  https://examity.com/test-takers/
Schedule Appointment with Examity®

It is critical for students to set the local time zone in the portal prior to booking an appointment. Your Time zone can be accessed from the user menu in the upper, right corner of the screen.

Login to [www.nlntest.org](http://www.nlntest.org) and click on **My Assessments**
1. Click schedule and choose a day and time that works best for you.
2. Confirm appt. date and time
3. You will receive a confirmation email with your date and scheduled time.
4. Add this date to your calendar
Login to www.nlnetest.org and click on My Assessments
1. You will see cancel exam under options
2. Click cancel and schedule should reappear in its place.
3. Reschedule to another time and date
4. Confirm appt. date and time
5. You will receive a confirmation email with your date and scheduled time.
4. Add this date to your calendar

If you have any trouble scheduling or rescheduling, please contact Examity directly at: Examity
What You Need to Know Before You Begin Your NLN Exam

- Identification Requirements (You will not be allowed to test without proper ID)

- Testing Environment (loud or disruptive environments can create problems and cause the exam to close. (Refunds will not be issued for these problems)

- Workspace Requirements / Slow internet speeds or incompatible devices will cause issues. (Refunds will not be issued for these problems)

- Standard Rules please see the remote testing rules

THE CALCULATOR HAS BEEN REMOVED FROM THIS EXAM. WE ARE WORKING ON A REMEDY BUT FOR NOW PLAN TO HAVE A BASIC CALCULATOR FOR THE EXAM. CELL PHONES, SCIENTIFIC AND ADVANCED DEVICES ARE NOT ALLOWED.

The Whiteboard is still available
Identification requirements

Candidates are expected to provide the following identification:

• An original, current (valid) ID issued by a city/state/federal government agency.

• Your first and last names must match the name on your NLN testing account you created.

• The photo must be clearly recognizable as you.

Unacceptable Documents

- Bond Receipt or Bail/Bond Card
- Business Card
- Check Cashing Card
- Club/Fraternity Membership Card
- College or University ID Card
- Commercially produced (non-State or unofficial) ID Card
- DHS Card or documents (Department of Human Services)
- Fishing License
- HFS Card (Healthcare and Family Services)
- Handwritten ID/Employment Card
- Hunting License
- Illinois Concealed Carry Card
- Illinois FOID Card
- Instruction Permit/Receipt
- Insurance Card
- International Driving Permit
- Library Card
- Personal Mail
- Traffic Citation (Arrest Ticket)
- Unlicensed Financial Institution Loan Papers
- Vehicle Registration
- Video Club Membership Card
- Wallet ID
When Testing from Home:  
Testing Environment / Workspace Requirements

- Candidate must be in a well-lit, quiet, private room.
- Any doors to the room or closet are to be closed.
- Candidate must be alone in the room.
- The table or desk and surrounding area including floor must be clear of any material.
- Candidate's mobile phone should be turned off and stored away out of sight.
- Additional monitors are to be turned off and turned away from sight of candidate.
- Any desk phone is to be disconnected.
When Testing from Home: Standard Rules

- You are alone in the room
- Your desk and work area are clear
- You are connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- No talking

- Webcam, speakers, and microphone must remain on throughout the test.
- The proctor must be able to see you for the duration of the test
When Testing from Home: Prior to Launching the Exam

To ensure that these requirements are met, proctors will take the following actions before unlocking the exam:

- Conduct 360-degree room scan using the candidate’s webcam
- Remind candidates there are NO permitted resources
- Review expected behaviors and prohibited behaviors
<table>
<thead>
<tr>
<th>Description</th>
<th>Standard Response</th>
<th>Time Add/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate speaking aloud during the exam.</td>
<td>Warning provided to the candidate. If talking continues, the exam session may be terminated at the Institution's discretion. Incident report created.</td>
<td>No time credit to be allowed as this is due to unacceptable exam behavior.</td>
</tr>
<tr>
<td>Candidate looking off screen repeatedly.</td>
<td>Warning provided to the candidate. Additional room scan required if eye movement persists. Incident report created.</td>
<td>No time credit to be allowed as this is due to unacceptable exam behavior.</td>
</tr>
<tr>
<td>Candidate not alone in the room.</td>
<td>Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution's discretion. Incident report created.</td>
<td>No time credit to be allowed as this is due to unacceptable exam behavior.</td>
</tr>
<tr>
<td>Candidate interrupted by another person during exam.</td>
<td>Warning provided to the candidate. If the candidate cannot secure a private location the exam session may be terminated at the Institution's discretion. Incident report created</td>
<td>No time credit to be allowed as this is due to unacceptable exam behavior.</td>
</tr>
<tr>
<td>Candidate accessing forbidden items, papers, phone, recording device etc.</td>
<td>Warning provided to the candidate, or the exam session may be terminated immediately at the Institution's discretion. Incident report created</td>
<td>No time credit to be allowed as this is due to unacceptable exam behavior.</td>
</tr>
<tr>
<td>Candidate's web cam or audio feed goes out.</td>
<td>Exam will be paused while the issue is being corrected.</td>
<td>Exam time will be credited on a 1 to 1 ratio for the paused time.</td>
</tr>
<tr>
<td>Candidate loses connection with the proctor</td>
<td>Exam session will be paused for up to five minutes. Exam time lost will be credited to the exam upon establishing a new connection.</td>
<td>Exam time will be credited on a 1 to 1 ratio for the paused time.</td>
</tr>
</tbody>
</table>
Examinee Agreements

NLN requires that all agreements are accepted before allowing the exam to begin.

1. You certify that you are not accepting or utilizing any external help to complete the exam and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.

2. You agree that you will be held accountable for all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.

3. You understand that by using any of the features of the NLN web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.

4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.
Test Day

- Getting Started
- Review the Testing Environment Requirements
- Add Questionmark Secure
- Taking an Assessment
How to Navigate an Assessment

A question-by-question assessment contains questions on separate pages. To move between questions, you can:

• Use the Next question and Previous question buttons by clicking them (or touching them on a touchscreen) or pressing the spacebar (when selected). If you're viewing the assessment in a window with a small area, the Next and Previous buttons may be replaced by < and > buttons.

When You Have Completed Your Exam

• Contact your institution and let them know you have completed the exam.

When Will My Scores Be Available

• PAX Scores will take up to 4 hours to show up on your results tab.
• NACE Scores are available immediately following completion.

Results for both exams will be available to your institutions at the same time they are available to you.
Starting the Exam
To start a NLN assessment:
1. Log in to www.nlintest.org
2. Click My assessments to view assessments only.
3. Find the desired assessment and click launch*

*The launch button will not appear until 15 minutes prior to your test. If there is no launch at the expected time, your time zone and appointment time are incorrect. You will need to contact Examity to have your exam schedule reset. The proctor will not join early and may be up to 30 minutes late. If you leave before the 30 minutes post appointment, you will lose your place in line and need to speak with Examity to reschedule.

You will be prompted to:
• Join a Zoom one-on-one
• Show your ID Card
• Complete a bandwidth test. If your signal is not strong enough, you will need to reschedule.

THERE IS NO LONGER A CALCULATOR AVAILABLE IN THE EXAM
If your school allows, you may use a BASIC calculator (no phones, scientific or advanced devices allowed)
PENCIL AND PAPER ARE NOT ALLOWED, HOWEVER, THERE IS A WHITEBOARD IN THE EXAM

LINK: EXAMITY CUSTOMER SERVICE
ACCESSING YOUR SCORES

Results Dashboard
How to Access PAX Reports & Understanding the PAX Participant Report
How to Access Non-PAX Reports & Understanding the Student Coaching Report
Your institution will provide additional information regarding:

- Required score
- Process for Repeating the exam

**The NLN does not set a pass/fail score.**

Your assessment report will be available to access from this account for up to one year.
ACCESSING YOUR PAX SCORES
How to access PAX Assessment Reports

1. From My Dashboard click on My Results.
2. For your PAX scores click the Participant Report.
1. Select a result/date from the drop-down menu.

2. Select Run Report. You will view your report on-screen or export it to PDF.

3. The Composite Score is a statistical calculation for the combined three sections.

4. The Percent Correct is the number of test items answered correctly / total # of test items.

5. The SEM (Standard error of measurement). A statistical score that indicates the expected average change in your score if you immediately re-tested.

6. The Percentile Rank is a comparison your score to the norm sampling group of students.
ACCESSING NACE SCORES
How to access NACE Reports

1. From My Dashboard click on My Results.
2. For all other exams click Transcript of My Results.

NLN Student Reports

NLN Nursing Pre-Admission Exam (PAX) (Delayed Reporting 4 hours)

All Other Types of Exams

Preparation of My Report
NACE Assessment Reports

1. Select a result/date from the drop-down menu.
2. Select Run Report. You will view your report on-screen or export it to PDF.
3. The Total Score is the number of questions you answered correctly.
4. The Percentage score is the number of test items answered correctly / total # of test items.
5. The Average Score is used to compare how other students scored on the same exam across the US.
**Why can I not log into my account?**
Are you logging into the new portal site www.nlntest.org? Do you have more than one account?

**Why can my school not see my scores?**
You did not choose a school when setting up your account.

**What can I do about that?**
Please complete this form [Authorization to Release Scores](#).

**How do I request a copy of my scores be sent to another location?**
Please complete this form [Authorization to Release Scores](#).

**Does the NLN limit the number of times a student takes an exam?**
No, but your school may have restrictions - please check with your institution for more information.

**Can I use a calculator and a whiteboard?**
The Calculator has been disabled you may use a basic calculator (see notes).

**How much time does the NLN recommend a student take between exams?**
The only recommendation we make is that a student wait 24 hours between PAX exams.

**How do I report and issue with an exam?**
[NLN STUDENT SUPPORT](#)

**How long are the exams? How many questions?**
See page 50-51

**What is the cut score? Pass/Fail?**
The NLN does not suggest, nor set, cut scores or pass fail percentages.

**I was over charged when I bought my exam and I need a refund**
Please contact 2Checkout for all refund questions. [https://www.2co.com/#contactUs](https://www.2co.com/#contactUs)
I would like my test to be hand scored.

NLN Student Customer Support

How do I reset my password?

See page 52 of this guide

How do I update my profile?

See page 53 of this guide

I recently got married/divorced how do I change my name on my profile?

Please email student help@nln.org

How long does the NLN keep scores on file?

Three years

What is your refund policy?

The NLN has a strict NO REFUND POLICY unless you have been over charged. Exams that have been taken or launched ARE NOT eligible for a refund. All refund request are to be made to our vendor https://www.2co.com/#contactUs

Frequently Asked Questions (con’t)
<table>
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<tr>
<th>SKU</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th># ITEMS</th>
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<td>varies</td>
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# EXAMITY SKU CODES & FEES FOR: PAX & NACE EXAMS

<table>
<thead>
<tr>
<th>SKU</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th># ITEMS</th>
<th>Exam Length</th>
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<tbody>
<tr>
<td>E-NRA</td>
<td>Nursing Care of Adults for Examity</td>
<td>$120.00</td>
<td>200</td>
<td>240 min</td>
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<td>E-NRC</td>
<td>Nursing Care of Children for Examity</td>
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<td>E-NRCB</td>
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<td>E-NRF</td>
<td>Foundations of Nursing for Examity</td>
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<td>E-NRMD</td>
<td>Nursing Care of Client with Mental Disorder for Examity</td>
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<tr>
<td>E-PAX</td>
<td>Pre-admission Exam for Examity</td>
<td>$80.00</td>
<td>40/60/40</td>
<td>120 min</td>
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How to Reset My Password

To log in to take an assessment:

1. Go to [www.nlntest.org](http://www.nlntest.org)
2. Click Request New Password
3. Enter your username or email address in the **Username or email address** field.
4. Click Email new password.
5. Go to the one-time link in the email sent to you.
6. Click Log in
7. Change your password.
8. Click Save.

A request to reset the password for your account has been made at 405669.

You may now log in by clicking this link or copying and pasting it to your browser:

```
https://uridifense.com/v3/__https://ondemand.questionmark.com/home/406699/user/reset/528/1596324313/RtfZdgmLi1MSgKDLVN6urFFamxseoh8TibZiJ9oxSA__1ID95UEqmo1bji1NQpWMGvmb23Ef7x6Lcs5p88qgr
```

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- NLN Testing team
To update your NLN profile:

1. Go to www.nlntest.org
2. Click your username in the portal menu, and select **Edit profile**
3. In the **Edit** tab, you can change your password, email address, phone number, time zone, etc.
4. Click to **save** changes.
Thank you for your attention!
If you have additional Questions, please contact

NLN Student Customer Support
1-800-732-8656 ext # 2