

NACE Exam Guide

RVCC Entrance Assessment for PN to RN Bridge Program

Creating your NLN Account

- Navigate to www.nlnet.org
- Select Create “New Account”
 - Fill out all required fields
- You will receive an e-mail from Questionmark.com. Follow the instructions to complete the creation of your account



National League
for **Nursing**

Buy Exam

User account

Create new account Log in Request new password

Username *

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain notifications by e-mail.

Create an account
Select: River Valley Community College
Check: #390958-01

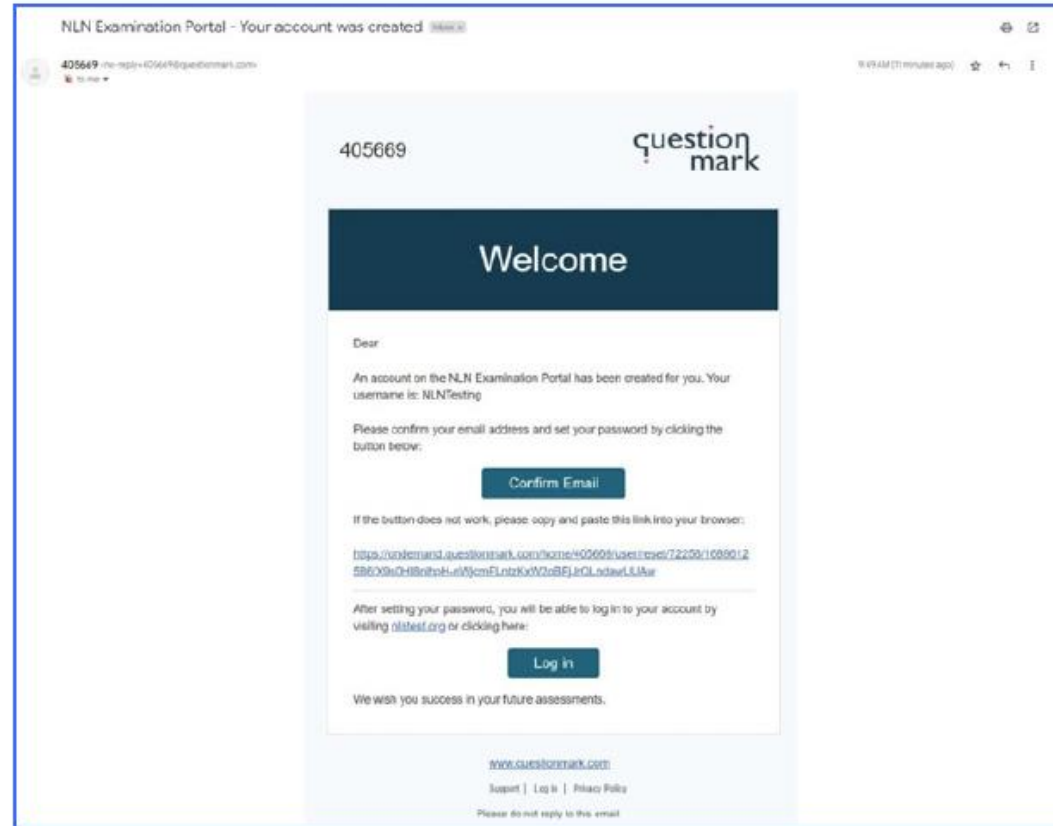
Select your school (group)*

Group Name	Parent
<input type="checkbox"/> 390958-01 - River Valley Community College - Clar	

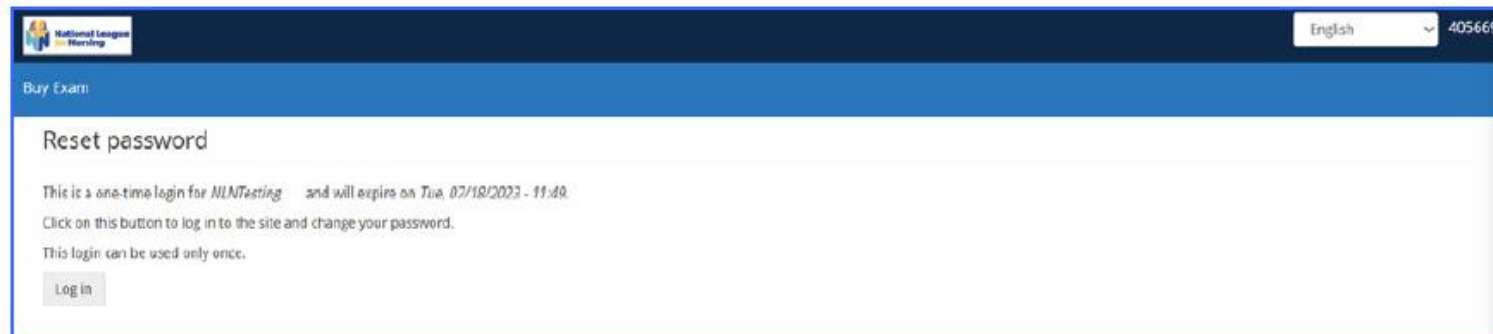
Selected Groups

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You will receive a confirmation e-mail from Questionmark.com. Select “Confirm E-mail” to finish creating your account. *If you do not receive the e-mail, please be sure to check your spam folder.*



Once confirmed, you will be asked to log in and reset your password.



Purchasing Your Assessment

Log into your account and select the “Buy Exam” option at the top of the page. You can enter specific information into the Search Catalog on the left.

> Once you’ve found your assessment select the “Add To “Cart” option to proceed.

Search Catalog

Exam type
Assessment

SKU Contains

Exam name contains

Proctor Option
Proctor360

Student Products
 Test Prep (Online Only)
 Practice Test (online Only)

School Products
 PAX
 NCLEX
 NACE
 In Practice
 Achievement

Apply Reset

Purchase:
 Foundations of Nursing v 1.2 Cost: \$86

Proctor 360 is the remote testing option
RVCC does not offer in-person testing

Select NACE

Questions/Problems
NLN Customer Service
1-800-732-8656 #2
Text: 618-892-9342
Hours: M – F 8am -5pm EST
custhelp@nl.n.org

Customer Experience
Student Support
Mariah Cope: mcope@nl.n.org

Click the shopping cart icon that appears in the top right corner of the page, then select the “Checkout” option.

Scheduling Your Assessment



The e-mail you receive after purchasing your assessment will provide a link to schedule your proctored test session with Proctor360. Follow the link provided and select the name of the exam you just purchased by clicking the blue “Register” button next to it.





Choose an Exam

PN Basic Medication Administration



Login

E-mail



Email

Password



Password

[Forget password?](#)

Login

Don't have an account?



Choose a Date

Select date



Choose a Time (America/Los_Angeles)



This Privacy Policy describes Proctor360 Inc.'s

Rules

Allowed Materials:

You are *only* allowed a *Dry-Erase Whiteboard with Erase Markers & Eraser*

Additional rules of note:

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

- 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 in the testing area at any time
- No second monitors are allowed
- No food or beverages are allowed in the testing area at any time
- The testing area must be silent with no other background noise and no speaking aloud
- No Smart Watches are allowed, make sure you remove any watches before connecting for the exam.

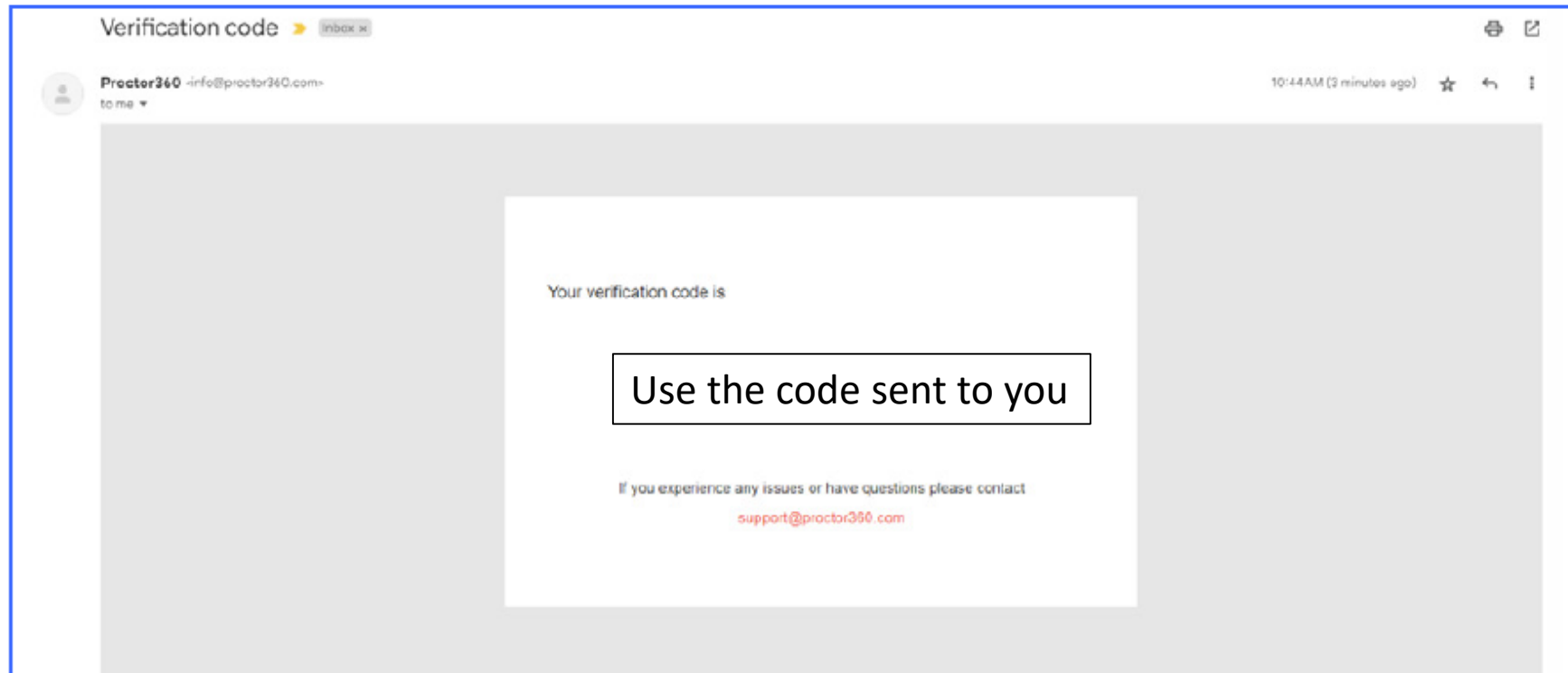
There are no restroom breaks during the majority of the assessments, so please plan accordingly.

***If you require ADA Accommodations please contact your organization prior to scheduling*

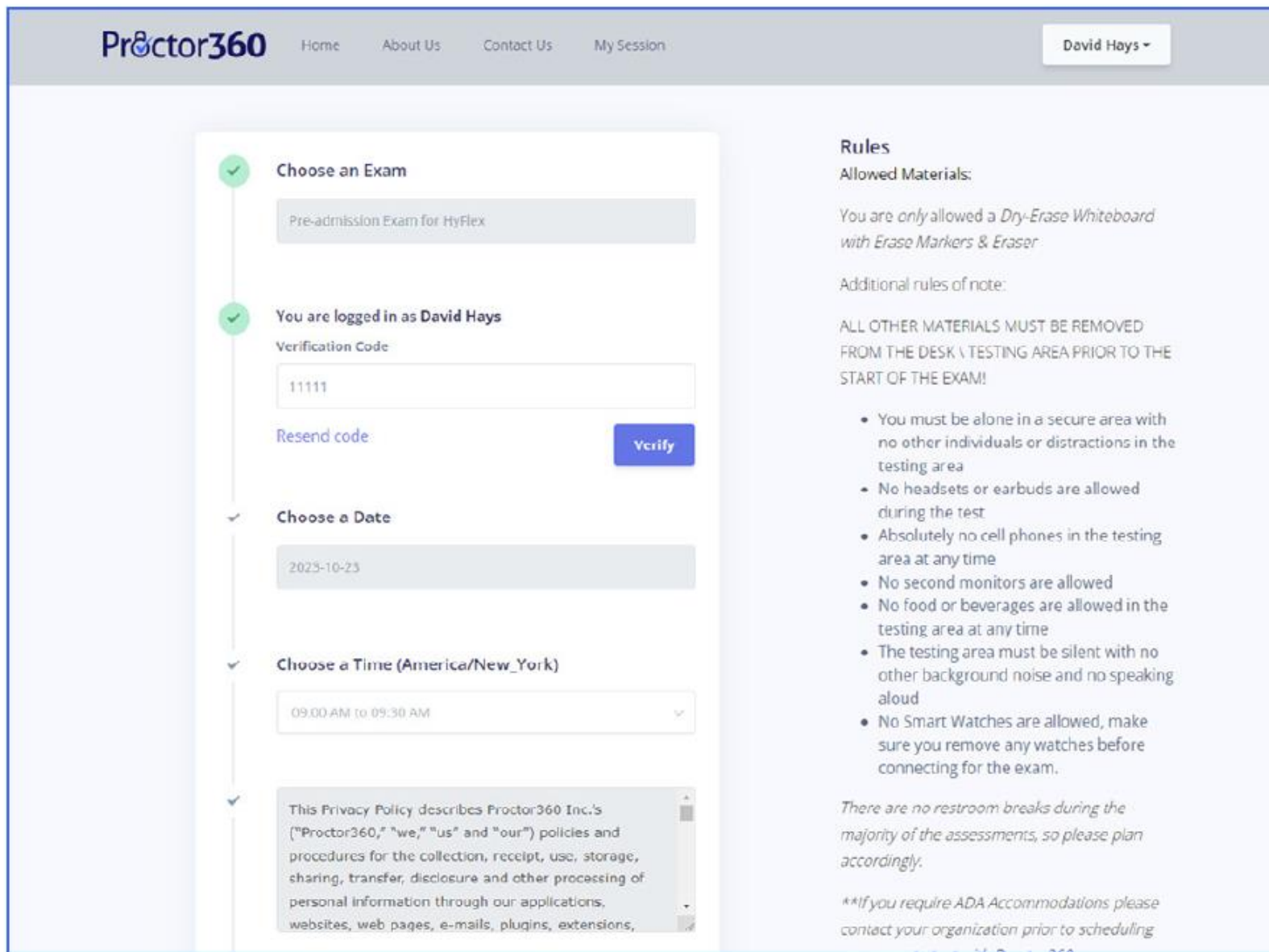
If you have not used Proctor360, you will need to check the box “Don’t have an account?” Fill in the appropriate information to create an account with Proctor360 and click “Register”.



You will receive a verification code to your selected e-mail address from **noreply@proctor360exams.com**. If you do not receive a verification code, please be sure to check your spam folder.



Enter the verification code and select the “Verify” option to continue to schedule your assessment.



Choose the date and time that you will be ready to attempt your assessment. You will be taken to a page requesting the NLN account username used to purchase your exam, as well as the organization you are testing from. Click “Proceed to Payment” to complete the scheduling process.

NLN Account Username

Select your School

Checkout

Pre-admission Exam
for HyFlex

\$0

Total

\$0

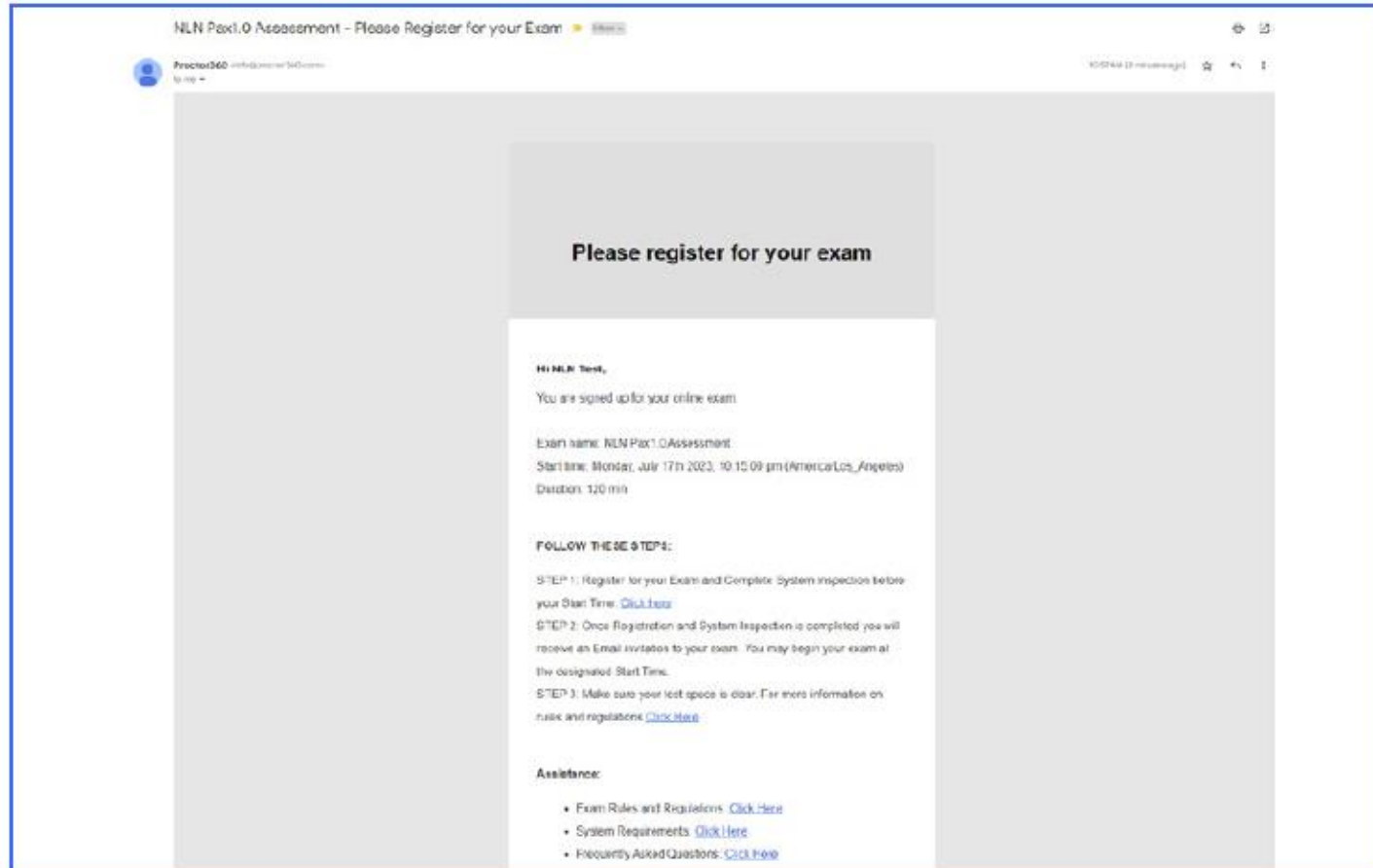
[Proceed to Payment](#)

You are now scheduled to take your exam! You will receive an e-mail from **noreply@proctor360exams.com** with instructions for exam day. If you do not receive the e-mail, please be sure to check your spam folder.



System Check

Open the e-mail received from **noreply@proctor360exams.com** and select the option that allows you to go through the system inspection.



You will be guided through a system check that will verify that your computer will work on the day of your scheduled assessment.

Hello NLN Test

System Requirements

Windows



Mac



I have read the Privacy Policy and acknowledge that video and audio will be recorded from this testing session.

This Privacy Policy describes Proctor360 Inc.'s ("Proctor360," "we," "us" and "our") policies and procedures for the collection, receipt, use, storage, sharing, transfer, disclosure and other processing of personal information through our applications, websites, web pages, e-mails, plugins, extensions, channels and/or other services (collectively the "App"). This policy applies to test takers, test proctors and test organizations (referred to herein as "you," "your," the "user" or the "user's"). The information that we collect from you is used for providing and

I agree to the Privacy Policy.

Start System Inspection

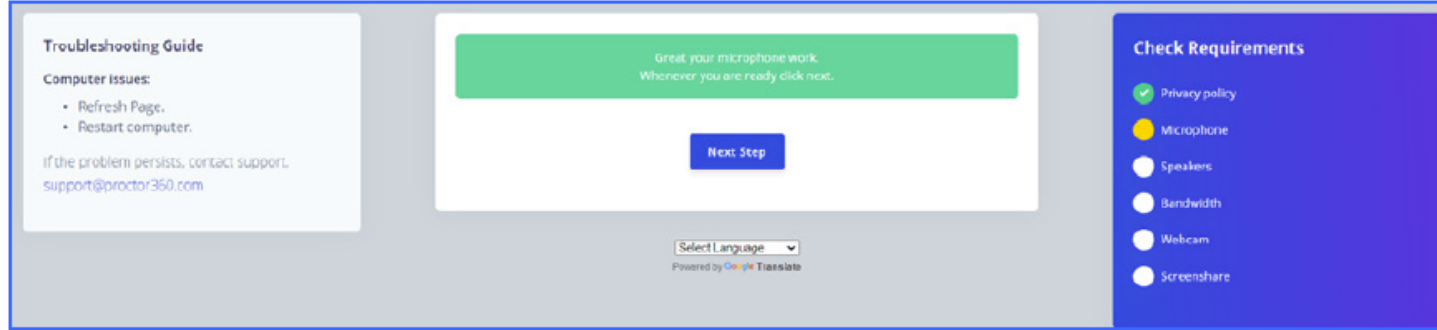
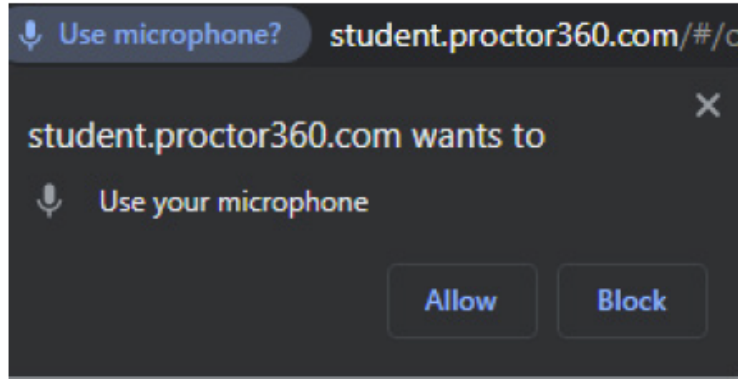
Select Language

Powered by Google Translate

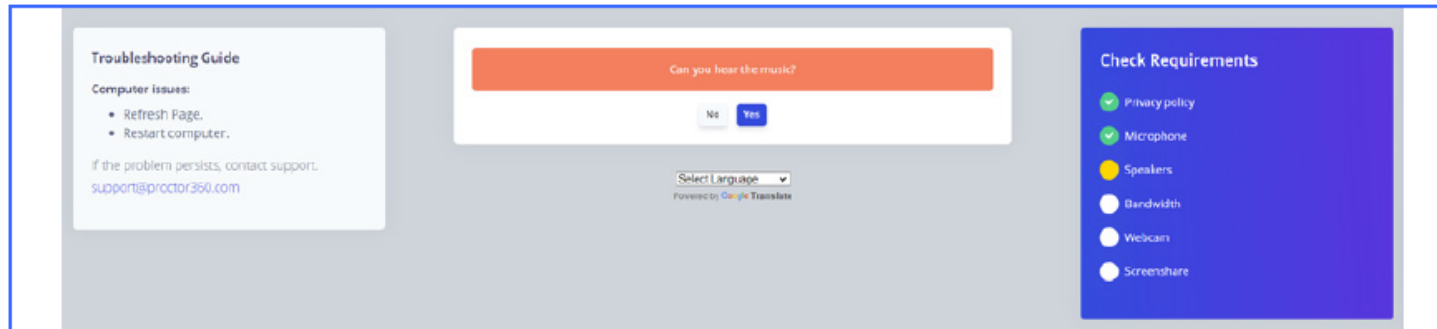
Check Requirements

- Privacy policy
- Microphone
- Speakers
- Bandwidth
- Webcam
- Screenshare

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.

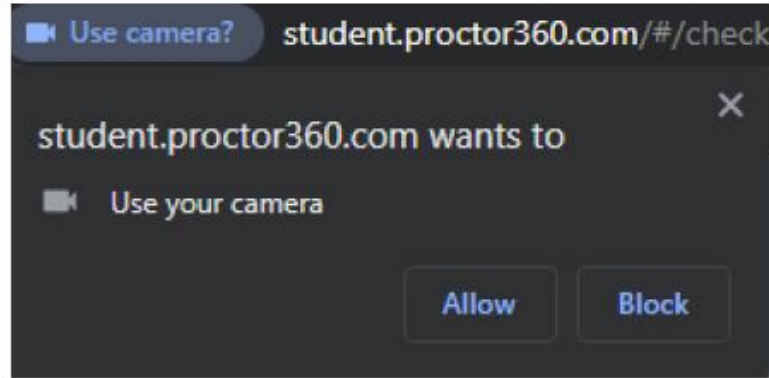


Once your microphone is verified, the system will verify that your speakers work appropriately.



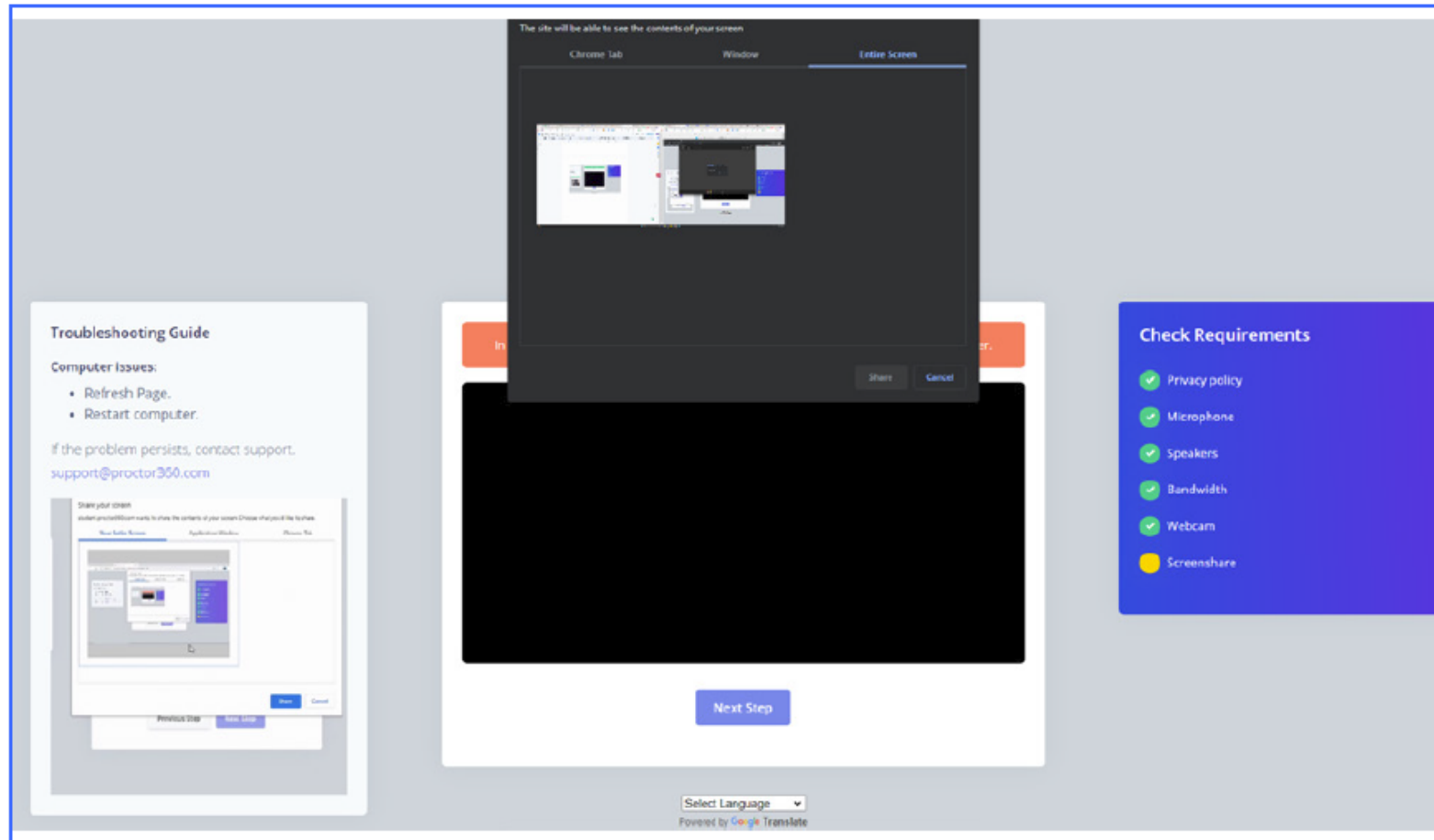
It is recommended that you have a minimum of 10 Mbps for your upload speed. When you connect to take your assessment, it is recommended that you be close to your router or directly plugged in through a wired ethernet connection.

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.



A screenshot of the Proctor360 system check interface. On the left is a "Troubleshooting Guide" with sections for "Camera Issues" and "Computer Issues". The main area is a white card with a green header that says "Great, your webcam works. Whenever you are ready click next." Below this is a dropdown menu for "Select Front Facing Camera" showing "Integrated Webcam (0c456725)". A large black rectangle represents the webcam feed. At the bottom of the card is a blue "Next Step" button. On the right is a blue "Check Requirements" panel with a list of items: "Privacy policy", "Microphone", "Speakers", "Bandwidth", "Webcam", and "Screenshare", each with a status indicator (green checkmark or yellow circle).

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.



Once the system inspection is complete, you will receive an e-mail from **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.

Hello

You are a bit early

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 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.

Key Rules For The Exam



Online Testing Environment Rules

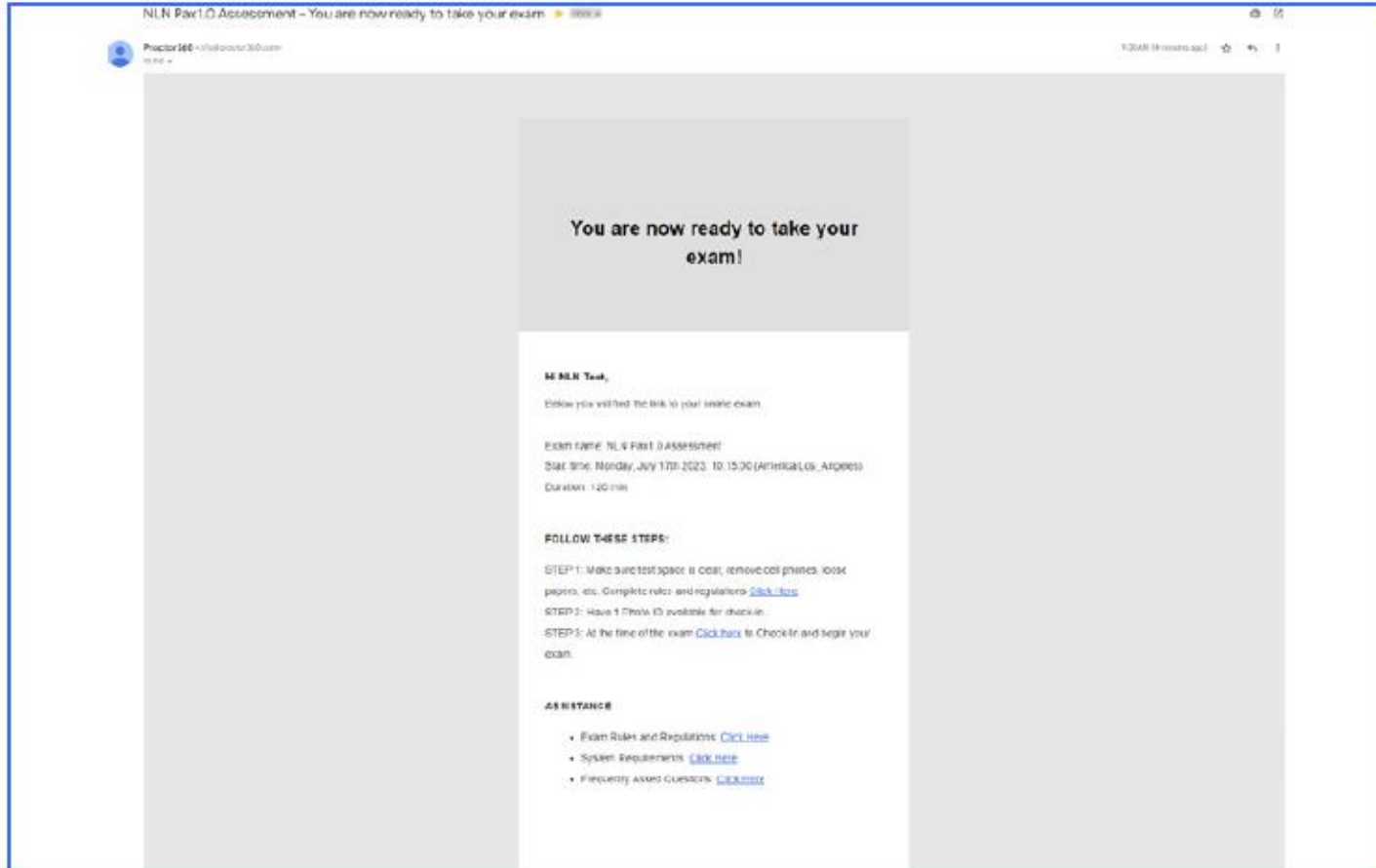
- You must be alone in a secure area with no other individuals or distractions in the testing area.
- No headsets or earbuds are allowed during the test.
- Absolutely no cell phones are allowed in the testing area at any time during the session.
- You may only have ONE monitor connected to your computer 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.

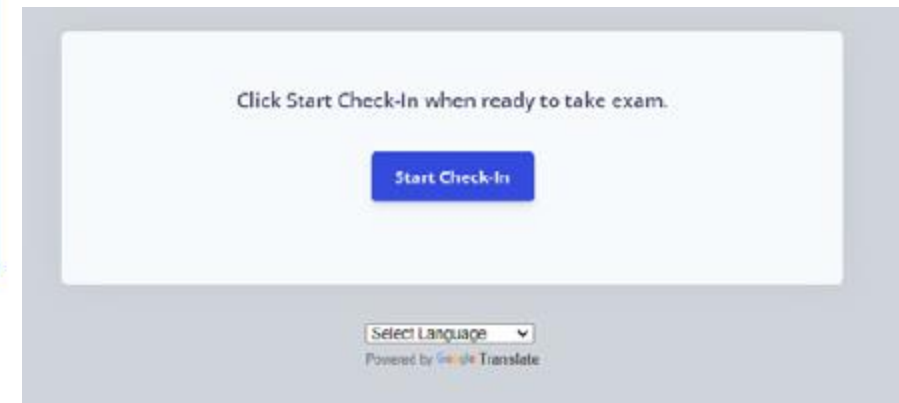


Testing Day

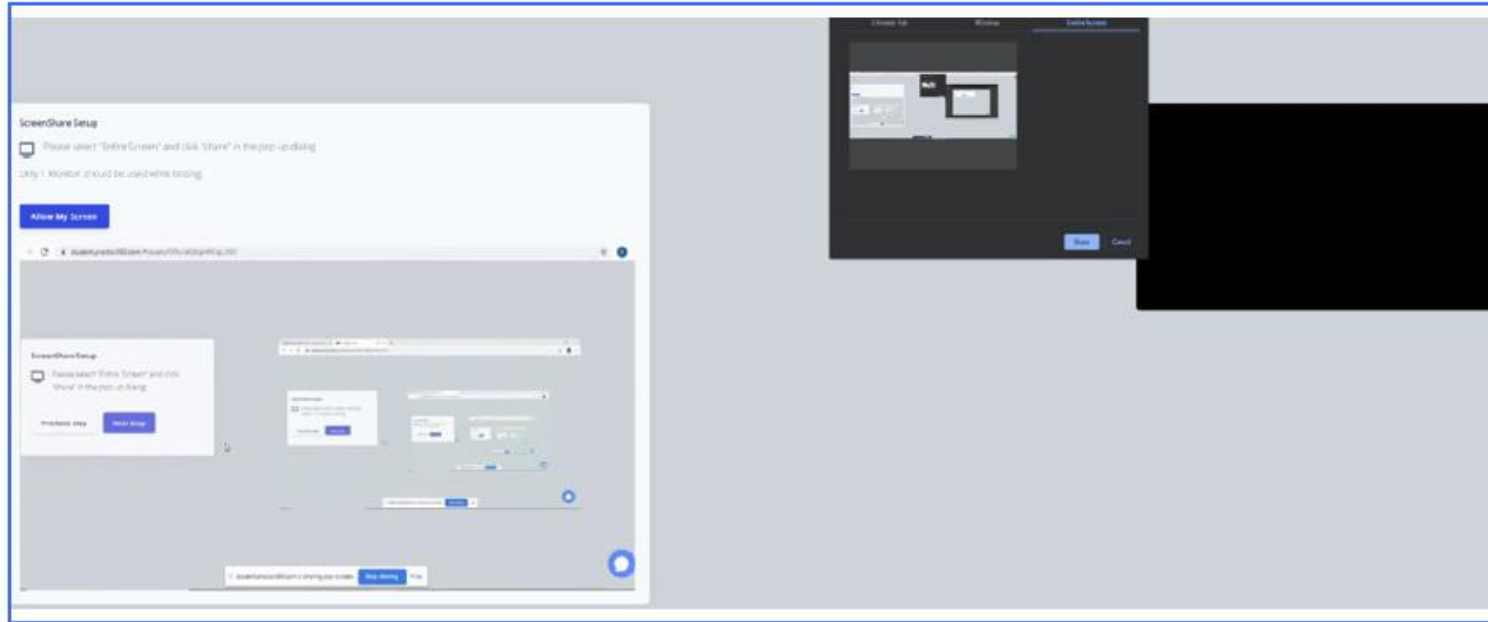
Use the link provided in your e-mail from **noreply@proctor360exams.com** to connect to your proctored session.



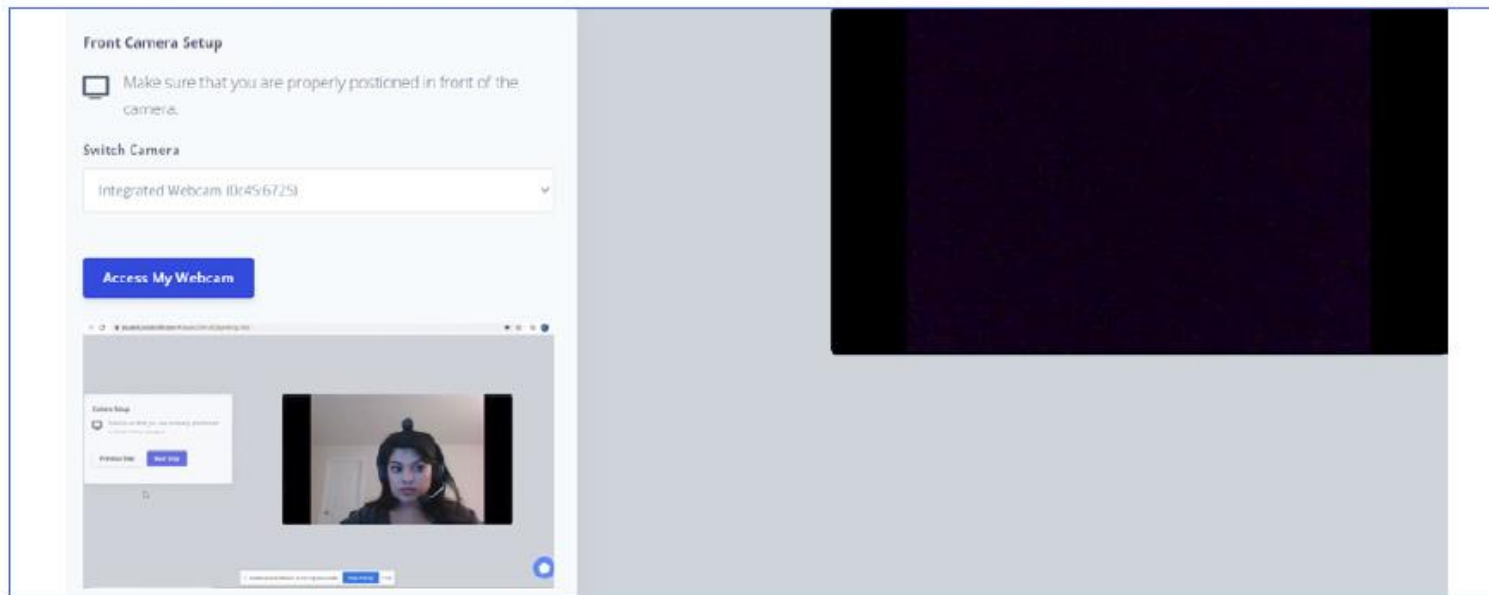
Proceed with the check-in process. A chat box will be located on the bottom right of your screen to communicate with your proctor.



Select the entire screen, click the available screen, and select the share option.

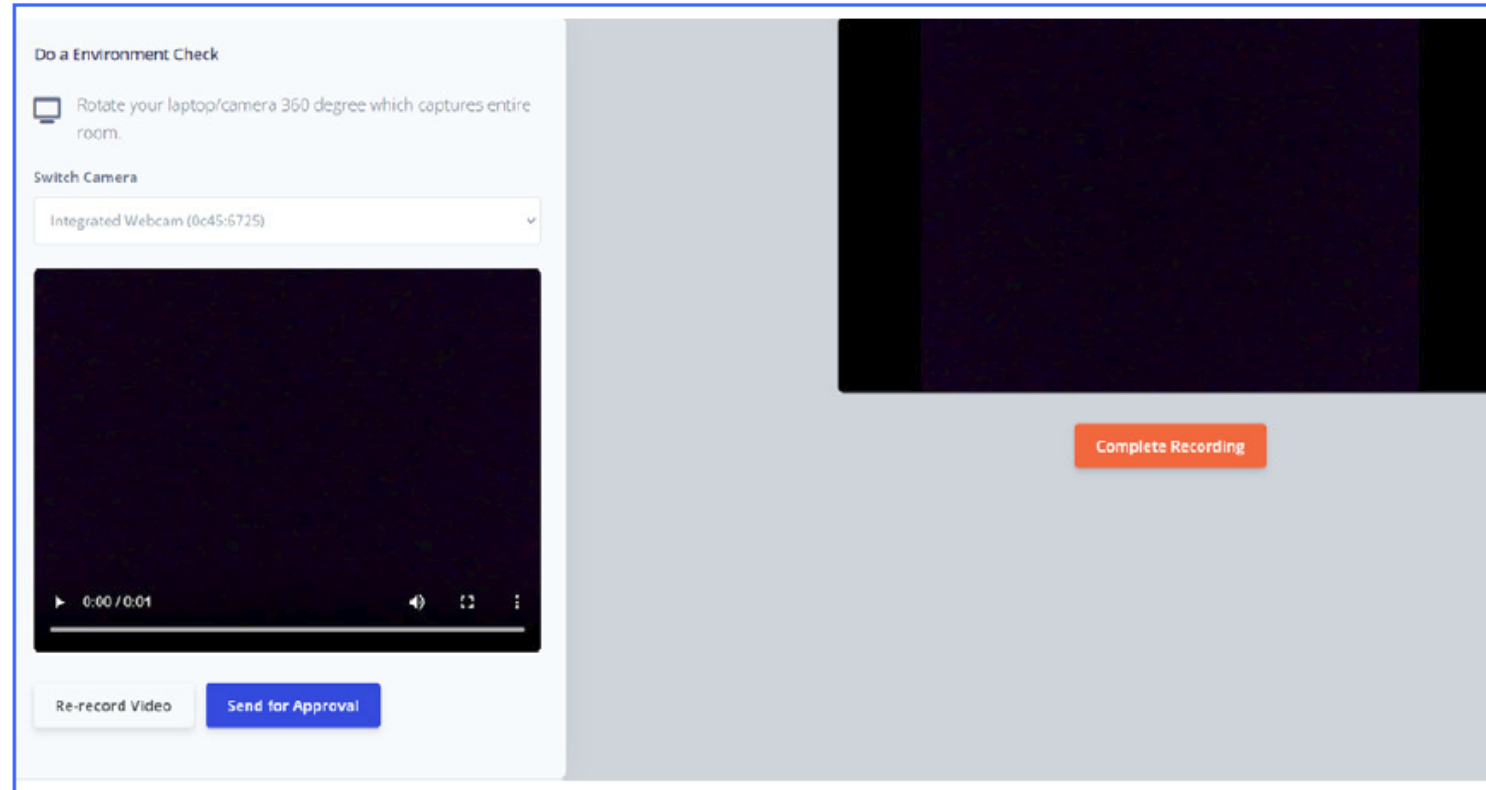


Provide access to your webcam.



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”

Home My Assessments My Results Buy Exam Register for Exam

Please be sure to select the appropriate time-zone on screen when booking an online proctoring appointment with Examy. Also, available times are listed in 24-hour format and not AM or PM.

Please do **NOT** use the action to start your Record and Review exam until ready to sit the exam in full.

Name	Attempts left	Available from	Available until	Delivery	Actions
NACE Demo	Unlimited			Unmonitored	
PAX Demo Exam	Unlimited			Unmonitored	

On-site

Event Name	Site	Location	Date	Exam	Start
	NLN University - (ON-SITE TESTING)	555 University Blvd		Pre-Admission Exam Verbal	Launch

previous 1 2 3

You will be provided a start code by the proctor via chat.

Enter the launch code in the field and click 'Begin Exam'.

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!!!