**TO:** NLN Testers

**FROM:** The Testing Center | Clover Park Technical College

**RE:** PAX | Onsite or Remote Testing Procedures

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| **Student Purchase in NLN Store****This is the new NLN examination portal. Even if you have taken an NLN examination in the past, you MUST create a new account in this portal** |
| 1. | Read the ***User Guide*** pdf document |
| 2. | **Create an account** for our institution go to | [Clover Park Technical College](https://ondemand.questionmark.com/home/405669/user/register/site/5f81f5e5b00c7) |
| 3. | **Details** alphanumeric field\* | Student ID# |
| 4. | Click **email link** to set up a password |
| 5. | Click **Buy Exam:** | Follow instructions to pay by Credit Card |
| 6. | **Click My Assessments** | Start Exam (**for Remote Proctoring**) |

**To Do:**

•Review the documentation provided

 —User Guide

 —Student Purchase Word Doc

 —School URL for account creation

•Create an account (using school URL) / login after creating an account at [www.nlntest.org](http://www.nlntest.org)

•Purchase your exam

•**If testing Remotely**

—Complete the exam

—Review assessment report

—Notify Dawn Schuler | dawn.schuler@cptc.edu regarding your test results

•**If testing On-Site**

—Testing Office is located on the Lakewood Campus of CPTC - Building 17 | Room 250

—Bring 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

—Pay cashiering $10 CPTC testing fee before On-Site testing

—It may take up to 4 hours before PAX results are available for reporting

—[Book your testing appointment](https://outlook.office365.com/owa/calendar/CPTCTestingCenter%40cptc.onmicrosoft.com/bookings/)

**PAX ADA Candidates:**

Please note the NLN no longer requires or accepts requests for ADA testing needs. In the event that your institution has approved an individual for additional time, please direct the student to purchase the E-PAX ACC version in the student score. The cost of the exam is the same as the standard version.

**PAX Prep Materials:**

Once your student account has been created using the school link above, login in and click on the **BUY EXAM** tab.

Use the store filter to select **STUDENT PRODUCTS > TEST PREP>** See PAX Prep Products for purchase.

If you have any questions, please contact the Testing Center at 253-589-6035