NCLEX® Administration

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Presentation Objective:

By the end of the session, participants will be able to:

▪ Discuss the NCLEX® candidate process
Roles and Responsibilities

- **NCSBN®**
  - Ensure the fair and secure delivery of the exam
- **Pearson VUE**
  - Register and schedule candidates, and administer the NCLEX according to rules and accommodations
- **Boards of Nursing/Regulatory Bodies (BONs/RBs)**
  - Make candidates eligible, complete accommodations requests and release NCLEX results to candidates
About the NCLEX®
Before the Exam

NCLEX INFORMATION

The Eight Steps of the NCLEX®

1. Complete an application and pay the board of nursing regulatory body (BON/BOE).
2. Register and pay the exam fee to Pearson VUE via the internet or telephone.
   - Payment via MasterCard, Visa or American Express is accepted.
3. Your must be made eligible by the BON/BOE (see Step 2) within 30 days of your NCLEX registration and payment.
4. Receive Acknowledgement of Receipt of Registration from Pearson VUE by email.
5. Request Authorization to Test (ATT) letter from Pearson VUE.
   - Your test date will be the 2nd or 3rd day of the test window.
6. Schedule your exam appointment via the internet by accessing your online account at Pearson VUE.
7. Arrive for the exam appointment and present your acceptable identification.
8. Review your online Letter from Pearson VUE up to six months after your exam. This time period varies among BON/BOE.

Acceptable Identification
• Government-issued, that does not expire, and matching your identification number.

No Refunds
There are no refunds of NCLEX fees for any reason.

2015 NCLEX Examination Candidate Bulletin

The NCLEX candidate bulletin contains information for all registrants and scheduling of NCLEX appointments beginning January 1, 2015. Additional information is available at www.ncsbn.org.
Before the Exam: Outline

- Apply for eligibility with the BONs/RBs
- Register with Pearson VUE to receive an Authorization to Test (ATT)
- Schedule an exam: domestic and international
- Locate a Pearson VUE Professional Center (PPC)
- Review ID requirements and the NCLEX Candidate Rules
Eligibility to Test

- Candidates apply to BONs/RBs for licensure/registration by examination:
  - Contacts for all BON/RBs can be found on ncsbn.org under “Boards & Regulation”
  - BONs/RBs issue eligibility to candidates
Accommodations

- Accommodations are provided for otherwise qualified candidates in a manner that safeguard the fairness and security of the NCLEX.
- Candidates requiring an accommodation must make this request at the time of applying for licensure/registration with a BON/RB.
- BONs/RBs approve testing accommodations and send them to NCSBN for processing.
- Once approved, accommodations are listed on candidates’ ATTs.
- Candidates with accommodations must contact Pearson VUE to schedule their appointments.
Candidate Registration with **Pearson VUE**

- [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)
- 1-866-496-2539
- Fees (domestic and international)
- Credit, debit or pre-paid card
- Refund policy
- Third-party payments
Candidate Registration

- Educational program code
- Candidate contact information:
  - Candidate name – first and last names must match exactly the ID to be presented on exam day
- Receive confirmation of NCLEX registration from Pearson VUE
Authorization to Test (ATT)

Candidate

Apply for licensure/registration to the regulatory body/board of nursing

AND

Register and pay the fee for the NCLEX with Pearson VUE

Acknowledgement of Registration

Eligibility Granted

Authorization to Test (ATT)
Authorization to Test

**PLEASE DO NOT REPLY TO THIS EMAIL**

AUTHORIZATION TO TEST

You have been authorized to take an exam with Pearson VUE. Information including exam rules and scheduling instructions are shown below. If the details of your authorization are not correct, please contact your board of nursing/ regulatory body immediately.

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**Exam:** NCLEX-RN - The National Council Licensure Examination for Registered Nurses - English (ENU)

**Candidate:** PAT SAMPLE

**NCLEX ID:** 12345678

**Authorization Number:** V0234567

**Test Validity:** 20 March 2015 – 18 June 2015

**Board of Nursing/Regulatory Body:** Minnesota Board of Nursing

**Program:** University of Minnesota, Minneapolis, MN, US 55408-2000

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Admissions Policy

NCLEX EXAMINATION CONFIDENTIALITY

Candidates should be aware and understand that the disclosure of any examination materials including the nature or content of examination items, before, during, or after the examination is a violation of law. Candidates may not reconstruct exam items using their memory of the exam or the memory of others. Candidates may not copy or reconstruct exam items during or following their exam for any reason. A violation of this can result in criminal prosecution or civil liability and/or disciplinary actions by the licensing agency including the denial of licensure.

NOTE: NCSBN and your Board of Nursing/Regulatory Body (BON/ RB) strongly discourage bringing ANY electronic devices to the test center. According to NCSBN’s Candidate Rules Agreement which you will sign, candidates are prohibited from accessing ANY electronic devices while at the test center and you may face disciplinary action from your BON/RB.
Scheduling

- Candidates may schedule their appointments with Pearson VUE via the Internet or phone.
- Rescheduling must be done 24 business hours prior to the appointment.
- Candidates with approved accommodations printed on their ATTs must schedule their exams over the phone with the Pearson VUE accommodations coordinator.
International Scheduling

- Candidates can schedule an appointment for an international test center either online or over the phone by contacting the Pearson VUE NCLEX Candidate Services.
- There will be an additional, non-refundable fee and value added tax (if applicable) at the time of scheduling.
Pearson VUE Professional Centers

- North America:
  - U.S., American Samoa, Guam, Northern Mariana Islands and the U.S. Virgin Islands, Puerto Rico
  - Canada: provinces and territories
  - Mexico

- Asia: India, Hong Kong, the Philippines, Taiwan, Japan
  - Australia
  - Europe: England
Identification Requirements

- The first and last names printed on the candidates’ ID must match exactly the first and last names printed on their Authorization to Test (ATT) emails

- All forms of identification must meet the following requirements:
  - Government-issued
  - Non-expired
  - Name (in Roman characters)
  - Recent photograph
  - Signature
NCLEX® Candidate Rules

Below you will find the NCLEX® Candidate Rules. You must thoroughly read this document prior to being seated for the examination.

Violations of the NCLEX® Candidate Rules or not following the instructions of the Test Administrator (TA), may result in your examination result being withheld and/or cancelled, your examination fee will not be refunded and the National Council of State Boards of Nursing (NCSBN) and your licensing board may take other action, up to and including license revocation and criminal prosecution.

Candidate Statement: By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE, my licensing board, and to NCSBN (any of which may be outside of the country in which I am testing). I understand the Information provided and agree to follow the NCLEX® Candidate Rules. If I do not follow the NCLEX® Candidate Rules or I am suspected of cheating or tampering with the computer or engaging in any other irregular behavior (including disclosure of examination content), I will cooperate with the Test Administrator’s investigation of any suspected irregular behavior, including the surrender of any suspected test preparation or study materials. Any incident of suspected irregular behavior will be reported to Pearson VUE, NCSBN and, where appropriate, my licensing board. In the event NCSBN and/or Pearson VUE determines that I have engaged in irregular behavior, my examination may be invalidated and the licensing board may take other action and I will not be refunded my examination fee.

Examples of prohibited behavior include, but are not limited to, the following:

Personal Items

- All personal items must be stored in your locker
- Pearson Professional Centers are not responsible for lost, stolen or misplaced items

Candidates who refuse to store their cell/mobile/smart phones, pagers or other electronic devices in the Pearson VUE provided plastic bag upon check-in will not be allowed to test. They will be required to reschedule and pay another exam fee for any additional NCLEX appointments.

The following personal items may not be accessed at all during your examination appointment (including breaks):

- Any educational, test preparation or study materials
- Cell/mobile/smart phones, pagers, jump drives, cameras or other electronic devices and weapons of any kind
- Personal items not allowed in the testing room, but may be accessed while on break:
  - Bags/purses/wallets/watches
  - Coats/hats/scarves/gloves
  - Medical aids/devices
  - Food or drink, gum/candy
  - Lip balm

For any questions regarding what you can and cannot access outside the testing room, ask the TA.

Confidentiality

- You may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the Internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others
- You may not seek help from any other party in answering items in person, by phone, text or by email during your examination (including breaks).
- You may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.

NCLEX® Candidate Rules

Test Administration

- You may not take the examination for somebody else.
- You may not tamper with the computer or use it for any function other than taking the examination.
- You may not engage in disruptive behavior at any time while in the test center.
- The TA will provide you with an erasable note board and marker before you enter the testing room.
- A clean note board can be requested during your examination by raising your hand. The erasable note board and marker may not be removed from the testing room during the examination except by the TA, and these items must be returned to the TA after the examination.
- Writing on any materials other than the note board is prohibited and will result in an incident report and results will be placed on hold.
- If you experience hardware or software problems during the examination, notify the TA immediately by raising your hand.
- Earplugs are available from the TA upon request; it is not acceptable to bring your own earplugs.

Break Procedures

- You will be given the opportunity to take a scheduled break after approximately two hours, and again after approximately three hours and a half hours of examination testing time. Instructions will appear on your computer screen at the appropriate times.
- To request a break, or to exit the testing room for any other reason, raise your hand for the TA and wait to be escorted out of the testing room. A palm vein scan will be taken when you leave, and again when you re-enter the testing room. The TA will resume the exam for you upon your return. The exam clock will not stop while you are on a scheduled or unscheduled break.
- Exam data is encrypted and transferred electronically to your licensing board. Please refrain from asking the TA about exam content and/or results. If you have questions about the examination, please contact NCSBN.

NCLEX® HIGHLIGHTS:

It is important to understand that the length of an examination or the number of items answered is not an indication of a pass or fail result. A candidate with a relatively short examination may pass or fail just as a candidate with a long examination may pass or fail. Regardless of the examination length, each candidate has ample opportunity to demonstrate true competence and is given an examination that conforms to the NCLEX®-RN® or NCLEX®-PN® Test Plan.

<table>
<thead>
<tr>
<th>NUMBER OF ITEMS</th>
<th>Exam Type</th>
<th>Minimum # of Items</th>
<th>Maximum # of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN</td>
<td>275</td>
<td>35</td>
<td>295</td>
</tr>
</tbody>
</table>

Many candidates’ examinations will end before the maximum number of items has been administered.

MAXIMUM TIME

The maximum time allowed is six hours for the RN exam, and five hours for the PN exam. The exam time includes the tutorial and all breaks. Many candidates may not need the full time to complete the examination. Total time spent on the examination is a function of both:

- The number of items administered
- The speed at which items are answered

Please do not be concerned if your examination finishes earlier or lasts longer than the examinations of other candidates testing in the room. The differing time lengths of candidate examinations are an illustration of the CAT methodology at work.

EXAMINATION ADMINISTRATION PROBLEMS:

If you have any problems or complaints regarding the examination or its administration, please call NCLEX Candidate Services toll free at 1-866-49NCLEX (1-866-496-2539), or email nclexinfo@ncsbn.org, within 14 days of your examination. Additional information may be found in the NCLEX® Candidate Bulletin on the NCSBN website at www.ncsbn.org/nclex.htm
Personal Belongings

- The following personal items may not be accessed at all during the examination appointment (including breaks):
  - Any educational, test preparation or study materials
  - Cell/mobile/smart phones, tablets, digital watches, cameras, pagers, jump drives or other electronic devices and weapons of any kind
Test Administration

- Writing on any materials other than the note board is prohibited and will result in an incident report and results will be placed on hold.
- Candidates may not engage in disruptive behavior or tamper with the computer.
- You may not take the exam for somebody else.
Confidentiality

- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your exam (this includes posting or discussing questions on the Internet and social media websites).
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam (including breaks).
- You may not remove exam items and/or responses (in any format) or notes about the exam from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.
Exam Day
Exam Day: Outline

- Admission procedures:
  - Candidate biometrics
  - Personal belongings
- Exam components
Candidate Biometrics

- Present identification
- Provide a digital signature and palm vein scan, and have a photograph taken
- Candidates cannot test without having these biometrics taken
Personal Belongings

- All personal items must be placed in the lockers provided by Pearson VUE

- Personal items include:
  - Bags/purses/wallets/watches
  - Coats/hats/scarves/gloves
  - Food or drink, gum/candy
  - Lip balm
NCLEX® Components

- 6 hours to complete the NCLEX-RN®
  - Max: 265 Questions / Min: 75 Questions
- 5 hours to complete the NCLEX-PN®
  - Max: 205 Questions / Min: 85 Questions

Exam includes:
- NCLEX tutorial
- NCLEX items
- On screen calculator
- Two preprogrammed optional breaks
- Survey
After the Exam

You’ve completed the NCLEX® but you still have questions...

NCSBN
National Council of State Boards of Nursing
After the Exam: Outline

- NCLEX results process
- Unofficial and official results
- Pearson VUE Quick Results Service
- Candidate Performance Report (CPR)
- Retake policy
NCLEX® Results

- Results are made available to the BONs/RBs.
- Every exam is scored twice; once by the computer at the test center and then after the exam record has been transmitted to Pearson VUE.
Before Six Weeks

- Candidates can receive their “unofficial” results after 48 business hours through the Pearson VUE Quick Results Service:
  - Not all BONs participate in this service.
  - This service is not available for candidates seeking licensure/registration in Canada.
  - There is a minimal fee for this service.
Before Six Weeks

- BONs/RBs are the only bodies able to release NCLEX results to candidates.

- BONs/RBs send Candidate Performance Reports to candidates who have failed the exam.
NCLEX® Retake Policy

- BON/RBs determine the number of days a failing candidate must wait before retaking the exam with a minimum of 45 days.
- To retake the NCLEX candidates must:
  - Contact their BONs/RBs and notify them that they plan to retake the exam to determine what fees and materials they need to submit.
  - Reregister with Pearson VUE and pay the fee.
  - Receive a new ATT
  - Schedule the exam
NCLEX® Contact Information

- **NCSBN** NCLEX Examinations:
  1-866-293-9600 (toll free) or nclexinfo@ncsbn.org
  - NCLEX development
  - Exam administration information/questions

- **Pearson VUE** NCLEX Candidate Services:
  1-866-496-2539
  - Regional and international phone numbers can be found on our web site: https://www.ncsbn.org/exam-contacts.htm

- **BONs/RBs** should be contacted for information regarding licensure/registration
NCLEX® Resources

- Follow us on Facebook and Twitter!
  - https://www.facebook.com/NCSBNNCLEX
  - https://twitter.com/NCLEXInfo
- NCLEX Exams Website: www.ncsbn.org/nclex
- NCSBN Portal - Pathway to Practice: https://portal.ncsbn.org/
Thank you!