NCLEX® Candidate Registration Process – Overview

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Objectives

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

• Describe the NCLEX® candidate process
  • Before the Exam
  • Exam Day
  • After the Exam
• Navigate NCLEX resources
Before the Exam

• Who's who?
  • NCSBN®, Pearson VUE and Nursing Regulatory Bodies (NRBs)

• Two-step registration process

• Authorization to Test (ATT)

• Scheduling Appointment
  • Domestic and International Test Center
Who’s Who?

NCSBN®
Ensure the fair and secure delivery of the exam

Pearson VUE
Register and schedule candidates
Administer the NCLEX® according to policy and procedures

NRBs
Determine and provide candidate eligibility
Release NCLEX results to candidates
Two-Step Registration Process for the NCLEX®

**Step 1**
Apply with the desired NRB

**Step 2**
Complete registration with Pearson VUE
Scheduling

Pearson VUE’s website

Contact NCLEX® Candidate Services

**Scheduling at international sites cost an additional non-refundable fee**
Pearson Professional Center Tour
Exam Day

• Candidate Rules
• Acceptable Identifications (ID)
• Break Procedures
Candidate Rules

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 nursing regulatory body 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 at Pearson VUE's, my nursing regulatory body, 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. I do not follow the NCLEX® Candidate Rules or I am suspected of cheating or tampering with the computer or any item, are assigned on any 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 student suspected of irregular behavior will be reported to Pearson VUE, NCSBN, and, where appropriate, my nursing regulatory body. In the event NCSBN and/or Pearson VUE determines that I have engaged in irregular behavior, my examination may be invalidated and the nursing regulatory body may take other action and I will not be refunded my examination fee.

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

Personal Items
- All personal items must be stored in your locker
- All electronic devices (cell phones, smart watches, MP3 players, fitness bands, etc.) must be placed inside a Pearson VUE provided plastic bag
- 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 re-register and pay another exam fee for any additional NCLEX appointments.

After the exam, you must return your unopened, Pearson VUE bag to the administration desk to be opened and examined by the TA. Any tampering of the bag before check-out will result in a case.

The following items may not be accessed at all during your examination appointment (including breaks and until you leave the test center at the conclusion of your exam).
- Any educational, test preparation or study materials
- Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras or any other electronic devices
- Weapons of any kind

The following items are not allowed in the testing room, but may be accessed while being examined:

Bag/purse/wallets/watches
Medical aids/devices
Lip balm
Contact lenses
Food or drink, gum/chewy snacks
Staplers/pens

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

Confidentiality
- You may not discuss or disclose information to 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 reconduct 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 email) during your examination (including breaks).

NCLEX® Candidate Rules

- 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.
- You will comply with any investigation that needs to be concluded.
- If you witness any of the above behavior, or any irregular behavior that is in violation of the NCLEX Candidate Rules, you are required to report it to NCSBN and comply with any follow up investigation.

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 escrow envelope and you must open and sign the envelope before entering the testing room.
- You may not use the note board to cover any part of the screen during your examination.
- A clean note book may be requested during your examination by raising your hand. The escrow envelope will be at the rear of the examination area. Envelope must be returned to the TA after the examination.
- You may not place any material other than the note board in the examination area. If you place any material other than the note board in the examination area, it will be considered as a breach of the examination and will result in a case.
- If you experience hardware or software problems during the examination, notify the TA immediately by raising your hand.
- Earphones are available from the TA upon request, it is not acceptable to bring your own earphones.

Break Procedures
- You will be given the opportunity to take a "scheduled" break after approximately two hours, and again after approximately three and half hours of examination testing time. Instructions will appear on your computer screen at the appropriate times.
- The exam will end one hour after the scheduled break. After two hours, the exam will end one hour after the scheduled break. After two hours, the exam will end one hour after the scheduled break.
- Exams are encrypted and transferred electronically to your nursing regulatory body. 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 resitively 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 its an examination that contains to the NCLEX®-RN® or NCLEX®-PN® Test Plan.

NUMBER OF ITEMS

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum # of Items</th>
<th>Maximum # of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN</td>
<td>75</td>
<td>265</td>
</tr>
<tr>
<td>PN</td>
<td>200</td>
<td></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 total time and all breaks. 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 1-866-4NCELX (1-866-462-5394), or email cses@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.
Acceptable ID

Domestic Test Centers
- Passport books and cards
- Driver’s license
- Provincial/territorial or state ID card
- Permanent residence card
- Military ID card

International Test Centers
- Passport books and cards
Break Procedures

- Two pre-programmed optional breaks
- Unlimited number of unscheduled breaks

Can I take a break please?
After the Exam

• Results Processing
  • Quick Results
  • Official Results
• Candidate Performance Report (CPR)
• Retake Policy
Results Processing

Unofficial Results
Quick Results Service – 2 Business Days

Official Results
Provided from NRBs
Retake Policy

- Contact the NRB, notify that you wish to retake the exam
- Re-register with Pearson VUE and pay the exam fee
- Receive new ATT
- Schedule a new exam appointment
NCLEX® Resources

2020 NCLEX Candidate Bulletin

NCLEX-RN® and NCLEX-PN® Test Plans

NCLEX Tutorials

The NCLEX Candidate Tutorial is provided to help candidates become familiar with the Pearson VUE exam software.

Le tutoriel NCLEX Candidat est fourni pour aider les candidats à se familiariser avec le logiciel d'examen Pearson VUE.
NCLEX® Resources

NCLEX Frequently Asked Questions

- Taking the NCLEX
- How the NCLEX Works
- What the Exam Looks Like
- Creating the NCLEX & Passing Standard
- Preparing Students for the NCLEX
- COVID-19 Impact to NCLEX FAQs
- French COVID-19 Impact to NCLEX FAQs

NCLEX Examination Contact Information

Website: www.NCSBN.org
Email: NCLEXinfo@ncsbn.org
Telephone: 866-293-9600
thank you!