

The NCLEX® & REx-PN® Depend on You...

Exam Volunteer Participation Expectations

Understand the Purpose and Goals

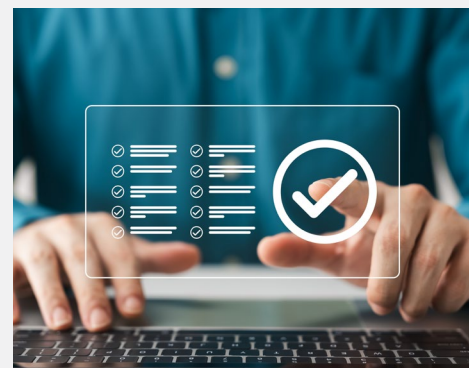
NCSBN depends on nurses to assist in the NCLEX and REx-PN item development process.

- **Item Writing:** Item writers create the items that are used for exams.
- **Item Review:** Item reviewers examine the items that are created by item writers.
- **Panel of Judges:** The panel of judges completes standard setting exercises to recommend potential passing standards on licensure exams.

Be Present and Fully Engaged

Panelists are expected to attend all scheduled days of the panel meeting and remain present for the full daily schedule. Early departures are not permitted unless pre-approved by NCSBN. The typical daily schedule is 8:30 am–4:30 pm Central Time at the Chicago NCSBN Office. Meeting times can vary. Please be sure to refer to the Call to Meeting for specific times and detailed information.

An orientation will be given on the morning of the first day. Be sure to arrive on time. Breakfast and lunch will be provided on all meeting days.



Follow Communication Protocols

Please review and follow all instructions outlined in your Call to Meeting documentation and Member notifications. For questions or support, contact the NCSBN Examinations Department at TestDev@ncsbn.org.



Travel Policy

NCSBN will fund airfare to and from the panel meeting. All airline reservations must be booked through the NCSBN corporate travel agency. Typically, travel will be arranged for arrival the day prior to the scheduled meeting start date and departure on the last day of the meeting, with return flights scheduled approximately three hours after the conclusion of the meeting.

Hotel accommodation (room and tax) will be covered at the designated corporate hotel for the duration of your participation. The hotel will require a personal credit card to apply toward incidental charges; and may place a hold up to \$100.00 per day.

For full details, please refer to the **[NCSBN Travel Policy 8.8](#)**.

Travel Expense Reimbursement

NCSBN will reimburse costs directly related to participation in the panel meeting, with receipts required for expenses exceeding \$25.00.

Business-Related Reimbursement Guidelines:

- Reimbursement is limited to business-related, non-entertainment expenses. Airfare upgrades, additional tickets, reservation changes, hotel no-shows, and penalty fees are not eligible for reimbursement.
- Panelists may be reimbursed for one (1) dinner per day, up to \$100, with a valid receipt. For dinner, excess funds not used on one day do not roll over to subsequent days. Companion meals are not reimbursable; please request separate checks.
- Reimbursable meals must meet reasonable meal standards. Receipts containing only alcohol, ice cream or candy will not be reimbursed. Breakfast and lunch are provided during meeting days and are not eligible for reimbursement.
- Business-related transportation (e.g., between the airport, hotel, and NCSBN office) is reimbursable. Transportation to personal dinners or entertainment is not reimbursed.

Reimbursement forms will be emailed after the conclusion of the panel. Panelists are responsible for submitting completed reimbursement forms and all required receipts (for expenses over \$25.00) to **meetingsregistration@ncsbn.org**. The Travel Reimbursement Form and full policy details are available on the **[NCSBN website](#)**.



Contact

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Main: 312.525.3600 | Toll-free: 866.293.9600

TestDev@ncsbn.org | meetingsregistration@ncsbn.org | [ncsbn.org](https://www.ncsbn.org)