



Applied Measurement Professionals, Inc.  
18000 W. 105<sup>th</sup> Street  
Olathe, Kansas 66061

---

**PROCEDURES FOR THE  
STANDARDIZED ADMINISTRATION OF THE  
CNL<sup>®</sup> CERTIFICATION EXAMINATION**

*(NOTE: Please read this entire document prior to administering the CNL Certification Examination and print the CNL Certification Proctor Guidelines Summary (Appendix B) for your use during the examination. All proctors must read and sign the proctor agreement (Appendix D).*

---



One Dupont Circle, NW, Suite 530 · Washington, DC, 20036-1120  
Phone: (202) 463-6930  
Fax: (202) 785-8320  
Website: <http://www.aacn.nche.edu/CNC>

Copyright © 2007. Applied Measurement Professionals, Inc. and the American Association of Colleges of Nursing. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy or recording, or any information and retrieval system, without permission in writing from Applied Measurement Professionals, Inc. and the American Association of Colleges of Nursing.

## TABLE OF CONTENTS

	<b>Page</b>
Section 1 – General Information.....	1
Section 2 – Test Delivery and System Requirements .....	1
Section 3 – Recommended Testing Conditions .....	2
Section 4 – Test Administration Procedures & Instructions	
Security .....	2
Checking In Candidates .....	3
Prohibited Personal Items .....	3
Allowable Personal Items .....	4
Restroom Breaks.....	4
Getting Started .....	5
Timing and Beginning the Examinations .....	5
Monitoring Candidates and Conditions During the Examination.....	9
Warning Signs that Candidates Are Cheating .....	9
Warning Signs that Candidates Are Recording Examination Content .....	9
Reporting Irregularities .....	10
Ending the Examination.....	10
Section 5 – Troubleshooting & Contact Information	
Loss of Internet Connection or Power .....	11
Contact Information .....	11
Appendix A – Irregularity Reporting Form .....	12
Appendix B – CNL Certification Proctor Guidelines Summary .....	13
Appendix C – Simulation Examination Comment Form.....	17
Multiple Choice Examination Comment Form .....	18
Appendix D – Proctor Guidelines and Agreement.....	19
Appendix E – Proctor Checklist.....	20

## **Section 1 – General Information**

Thank you for agreeing to serve as a proctor for the Clinical Nurse Leader (CNL) Certification Examination<sup>SM</sup>. This manual is offered as a guide to administer the examinations under standardized conditions. This manual stresses maintaining the security of the examination and allowing all candidates the opportunity to take the examination under identical, fair conditions. Anyone who will be involved in proctoring the examination administration should read and understand everything contained in this manual.

The Commission on Nurse Certification (CNC), an autonomous arm of the American Association of Colleges of Nursing (AACN), contracts with Applied Measurement Professionals, Inc. (AMP) to provide examination services. AMP carefully adheres to industry standards for development of practice-related, criterion-referenced examinations to assess competency. AMP services to CNC include psychometric guidance to committees of content experts during examination question writing, development of content-valid examination instruments, examination administration, scoring, and reporting of examination results.

## **Section 2 – Test Delivery and System Requirements**

The CNL Certification Examination is a two-part examination:

- 105-item multiple-choice section
- 7-problem simulation section

Both sections are delivered via the Internet, and are password protected to ensure only those candidates authorized to attempt the examinations are allowed to do so. A confirmation e-mail message for each candidate and for each section is sent to the designated faculty contact authorized to administer the examination to candidates. The confirmation e-mail will contain a link (or URL) to be used to access the login page for the particular examination, as well as the candidate's ID number and password. It is critical that these e-mails be maintained in a secure manner until the time the examination is administered.

Just a little bit of preparation can go a long way to ensuring the best possible results from this web testing platform.

This web test requires:

- An HTML 4.0 compatible browser; we highly recommend that all computers that will be used to administer this exam have the most current Microsoft Internet Explorer (version 6.0 for Windows; version 5.0 for Macs). You should also have the "cookies enabled" feature set on each computer.
- An HTML capable e-mail account for delivery of instructions and future feedback reports.
- Computers used to administer this examination must have access to the following web sites: \*.lrx.com and \*.aacn.nche.edu.

Advise your LOCAL information technology staff about your planned testing over the Internet on a specific date so they can advise you of any issues related to accessing the Internet on that date.

Please understand that the public Internet is subject to delays and events that are beyond our control. However, AMP staff will work with you to resolve them as best we can to ensure you have the very best Web testing experience!

### Section 3 – Recommended Testing Conditions

The computer lab or other facility used to administer this web-based examination should be quiet, well lighted, and adequately heated or cooled. The room should be well insulated from noise with no outside distractions nearby. All computers used for the examination administration should be muted. Restroom facilities and water fountains should be nearby with candidates informed of their location. The location of all emergency exits should be marked and explained to candidates. Smoking, eating, and drinking should be prohibited in the testing room.

The reporting location for candidates may be the actual room where the test will be given, such as the computer lab, or the reporting location may be a central area where candidates will be checked in and then further directed to the location where the test will actually be given. Candidates should be informed in advance of the actual testing date and time, as well as the reporting location.

### Section 4 – Test Administration Procedures & Instructions

#### Security

A confirmation e-mail for each candidate and for each exam section (multiple choice and simulation) is sent to the faculty contact or designated proctor authorized to administer these examinations. The e-mails will be from [Exams@LXR.com](mailto:Exams@LXR.com). (LXR is a division of Applied Measurement Professionals, Inc.) The subject line of each e-mail will specify the candidate's name and the examination type (i.e., multiple choice or simulation). ***Please keep these e-mails secure until the date and time of the scheduled administration because they contain the login information for each candidate.*** The confirmation e-mail will specify the date range of the testing window during which examinations will be available. All eligible candidates at a school must attempt the examination at the same time. For example, all candidates should take the multiple-choice section simultaneously and the simulation section simultaneously. If this is not possible due to the number of candidates exceeding the number of computers available, two sittings for each section may be scheduled back to back (i.e., two multiple-choice exam sittings, one immediately following the other). Candidates may NOT discuss test questions, topic areas or scenarios, or possible answers either during or after the test administration with anyone, including faculty or other examinees. If you cannot arrange for all candidates to test simultaneously, you must inform CNC prior to the administration date. If a candidate is unable to attempt the examination with the rest of the group, it should be administered as soon as possible after the large group of candidates have tested, and within the testing window. Just prior to the scheduled administration, you should print each of the confirmation e-mails as each candidate will be required to sign this document in the space provided during check-in for the examination.

## Checking In Candidates

Candidates should arrive approximately 20 minutes prior to the scheduled test administration time. Candidates who arrive more than 5 minutes after the scheduled testing time should not be admitted, and have been advised that their exam fees will be forfeited.

Candidates have been advised to bring a current, government issued photo ID with them to the examination. The following are acceptable forms of ID:

- Valid driver's license with a color photograph and signature
- Valid passport or military identification card with a color photograph and signature
- City, county, or state issued identification card with a color photograph and signature

Once you have verified the identity of the candidate, please have the candidate sign the confirmation e-mail in the space provided. (The signed confirmation pages should be returned to CNC within 10 business days after the examination administration.) You should also provide each candidate with one piece of paper to use as scratch paper and one pencil for each section of the examination (one for the multiple choice section and one for the simulation section.) The scratch paper **must** be collected at the end of each section of the examination.

## Prohibited Personal Items

The following items should **NOT** be permitted into the testing room:

- Cell phones
- PDAs (Personal Digital Assistants)
- Personal laptop computers
- Pagers
- Radio or headset devices
- Calculators
- Purses
- Briefcases
- Hats (ceremonial or religious headwear is allowed)
- Food or drink
- Personal papers
- Books or reference materials

## Allowable Personal Items

The following items may be permitted into the testing room, but should first be inspected:

- Eyeglasses
- Eyeglass cases
- Watches

### *Inspection Procedures:*

#### ➤ *For Eyeglasses:*

- Any candidate who is wearing heavy framed eyeglasses should remove them in order to demonstrate that no wire is attached.
- If a candidate's eyeglasses have an attached lanyard, the candidate should remove the lanyard to demonstrate that no wire is attached.

#### ➤ *For Eyeglass Cases:*

- Any candidate that has an eyeglass case in a shirt pocket should remove the case and either place it in a pants pocket or leave it outside the testing room.

#### ➤ *For Watches:*

- For candidates wearing digital wristwatches, visually examine the watches to ensure that there is no camera lens and shutter button.
- If there is suspicion that a watch may not be a normal wristwatch, ask the candidate to remove it and place in his or her pocket.

## Restroom Breaks

Inform candidates of the locations of the restrooms closest to the testing room and that only restroom breaks are allowed during the examination (i.e., smoking breaks should **NOT** be permitted). While candidates may take as many restroom breaks as needed, each break should not last longer than 10 minutes. Also, ***only one candidate should be allowed to leave the testing room at a time.*** Candidates will **NOT** receive additional time to complete the examination for time lost during a break. Closely observe candidates after they have returned from a break – in particular, pay attention to determine if they have returned to the testing room with any prohibited personal items or display suspicious or unusual behavior.

## Getting Started

The confirmation e-mail will contain a link (or URL) to be used to access the login page for the particular examination, as well as the candidate's ID number and password. ***It is critical that these e-mails be maintained in a secure manner until the time the examination is administered.*** Ask the candidate to log in to the Internet Explorer browser, then enter the URL into the browser address field exactly as it appears in the confirmation e-mail or, if possible, have the e-mails accessible to the candidate from the computers in the testing room (lab) via an HTML e-mail system and the candidate can then click on the link to access the login page for each examination.

## Timing and Beginning the Examinations

You are responsible for controlling the timing of the examinations – the computer does not automatically shut down after each section but records the end time. Time limits are as followed:

CNL multiple-choice section	2 hour time limit
CNL simulation section	2 hour time limit

Candidates should all begin the examination at the same time.

Have each candidate first access the login screen (sample shown below) where the candidate will enter their ID number and password, both of which are included in the confirmation e-mail.

### Sample Login Screen

http://production2.lxr.com/lxrweb/aacn/Online/CNLA02B/LogonPage1.ASP - Windows Internet Explorer

http://production2.lxr.com/lxrweb/aacn/Online/CNLA02B/LogonPage1.ASP

File Edit View Favorites Tools Help

http://production2.lxr.com/lxrweb/aacn/Online/CNLA...

**CNC** COMMISSION ON  
NURSE  
CERTIFICATION

Please login to:

**Clinical Nurse Leader® Certification Examination<sup>SM</sup>**

**Multiple-Choice Examination**

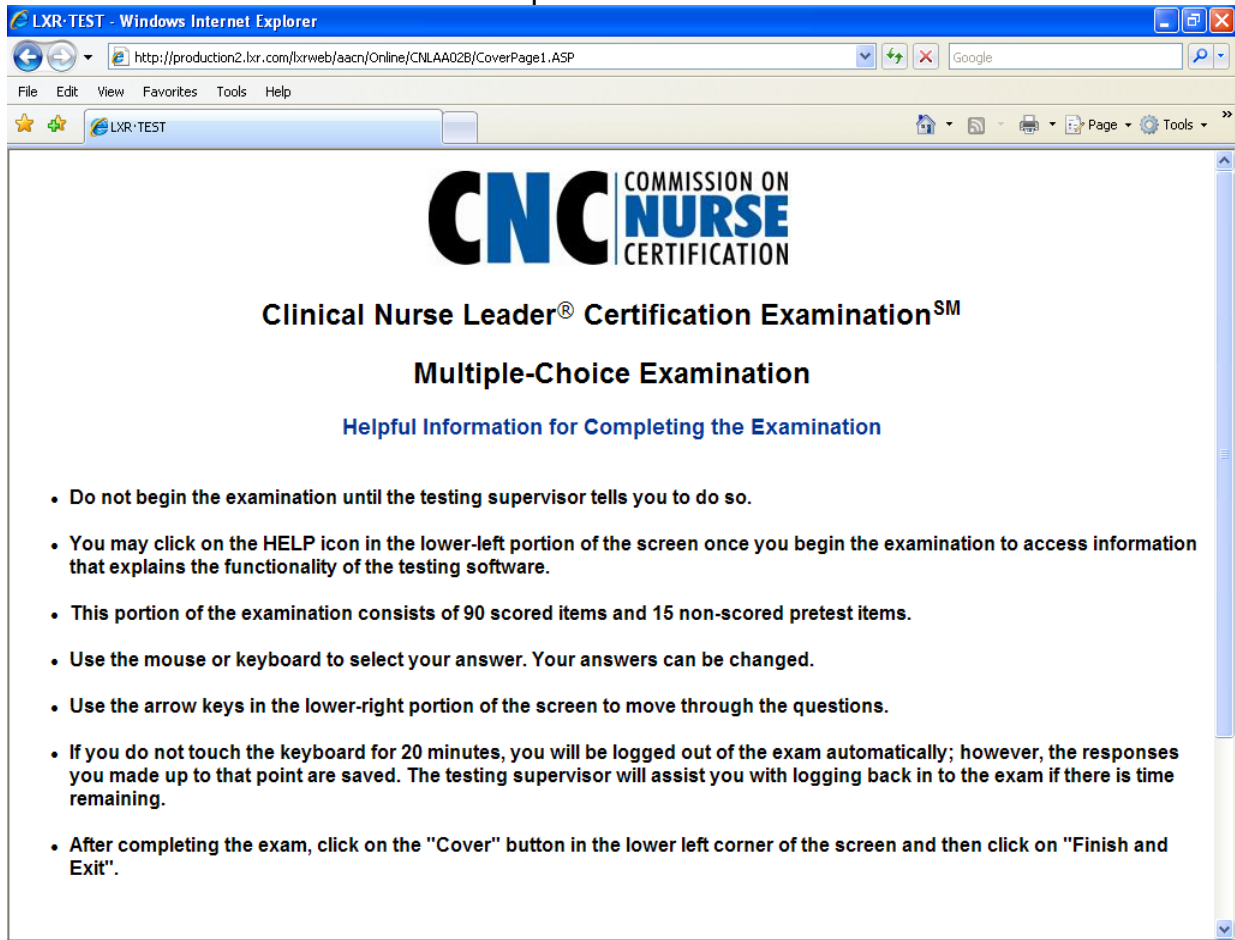
ID:

Password:

[System Status](#)

After entering the correct ID and password, candidates will be presented with a cover screen for the test where pre-test instructions are provided (sample shown below).

### Sample Cover Screen

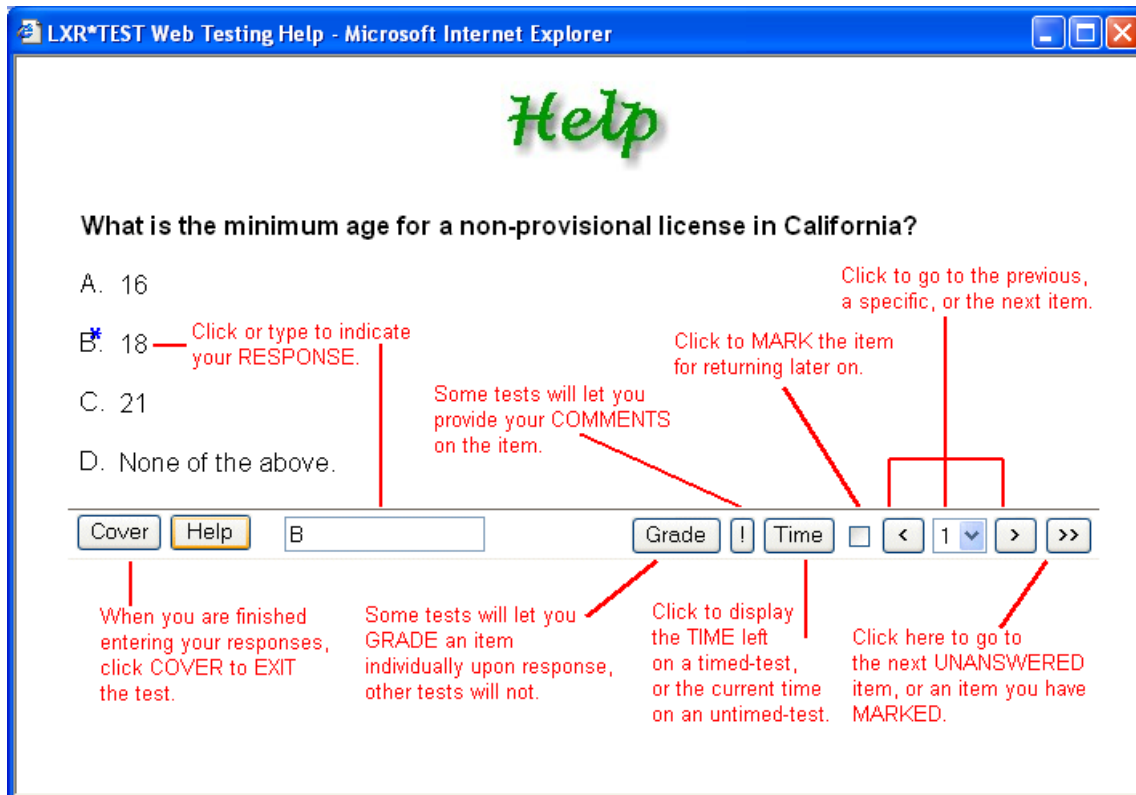


CANDIDATES SHOULD STOP when they reach this point until you are ready to begin the timed examination. ***At this time, read the following paragraph aloud:***

Welcome to this administration of the Multiple Choice section of the Clinical Nurse Leader Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. At this time, please check your computer settings to ensure that the volume is muted. You will have two hours to complete the Multiple Choice section of the exam. Please read the instructions on the screen thoroughly before you begin. A HELP screen option is located in the lower portion of the screen that allows you to access on-screen assistance at any time during the exam. During the exam, use only the navigation buttons at the BOTTOM of the testing window. Do NOT use the browser's navigation buttons located on the top of the screen. If you have any comments about the content of any item, you should click on the icon with the exclamation point in the lower right portion of the screen and type your comment in the box that opens. When finished entering your comment, click on the "Submit" button at the bottom of the comment window. Once you begin the exam, if you do not touch the mouse or keyboard for 20 minutes, you will be automatically logged out of the examination. If there is time remaining, you can log back in to the examination using the same procedure as you did at the beginning of the examination. You may go back and change your answers during this portion of

the exam at any time. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. When you have completed this first section, return your paper and pencil to me (the exam proctor.) We will take a [30 minute] break before beginning the next section. Does anyone have any questions? Please begin.

### Sample Multiple Choice Exam HELP Screen Window



**You should at this point begin timing the 2 hour test session.** You should call out the time when there is one hour remaining, and again when 20 minutes remain. When the two hour time limit has expired, you should ensure that candidates are not allowed to continue working; the computer will not shut off automatically. If candidates have completed an examination portion before the two hour time limit, they should be instructed to exit the testing room quietly. You must collect the scratch paper from each candidate as they exit the testing room.

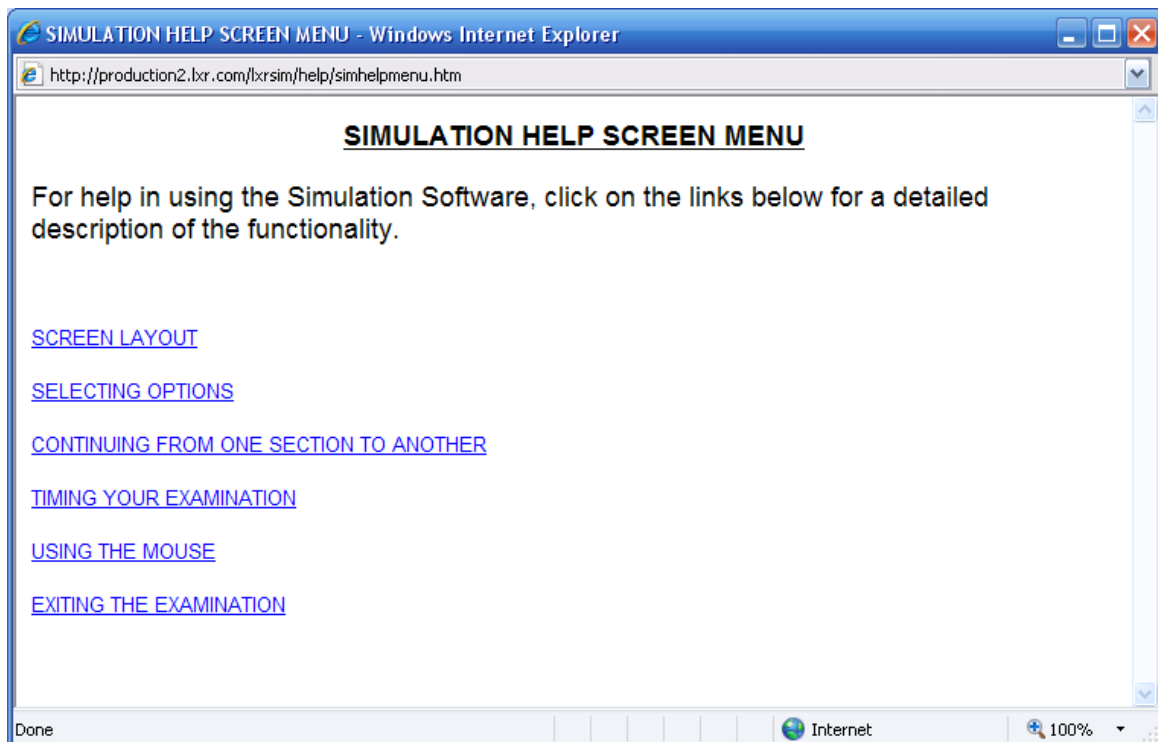
Candidates may not request that an examination be stopped or paused. However, a candidate may terminate the examination at any time. If a candidate cannot continue the examination, tell the candidate that it is their decision as to whether or not to stop the examination. If a candidate elects to terminate the examination, he/she may contact CNC to determine status for future examinations.

When candidates return from their break and are prepared to begin the second exam section (the simulation examination), first provide each candidate with one piece of paper to use as scratch paper and one pencil. Because the simulation exam software does not have an online comment feature, you should provide each candidate with a copy of the simulation comment form found as Appendix C

for their use in commenting on the content of any simulation problem. ***Then read the following paragraph aloud:***

You will have two hours to complete the Simulation section of the CNL Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. Please read the instructions on the screen thoroughly before you begin. A HELP screen option is located in the lower portion of the screen that allows you to access on-screen assistance at any time during the exam. You should also note that once you begin the exam, if you do not touch the mouse or keyboard for 20 minutes, you will be automatically logged out of the examination. During the exam, use only the navigation buttons at the BOTTOM of the testing window. Do NOT use the browser's navigation buttons located on the top of the screen. Unlike the Multiple Choice Section, you may NOT change any of your answers after having selected them, so please review the questions and all possible choices carefully before selecting your answers. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. After you complete the Simulation section, click on the button that reads, "Exit" and return your paper and pencil and your simulation comment form to me (the exam proctor). Does anyone have any questions? Please begin.

### Sample Simulation Exam HELP Screen Window



***You should at this point begin timing the 2 hour test session.*** You should call out the time when there is one hour remaining, and again when 20 minutes remain. When the two hour time limit has expired, you should ensure that candidates are not allowed to continue working; the computer will not shut off automatically. If candidates have completed an examination portion before the two hour time

limit, they should be instructed to exit the testing room quietly. You must collect the scratch paper and simulation comment form from each candidate as they exit the testing room.

Candidates may not request that an examination be stopped or paused. However, a candidate may terminate the examination at any time. If a candidate cannot continue the examination, tell the candidate that it is their decision as to whether or not to stop the examination. If a candidate elects to terminate the examination, he/she may contact CNC to determine status for future examinations.

### Monitoring Candidates and Conditions During the Examination

All examinations must be administered securely. You are responsible for both the standardized administration and security of the examination. You should stay in the testing room during the administration to ensure that candidates never compromise the security of any examination, either by using notes, having discussions or attempting to copy or remove examination materials from the testing room in any format.

You should also monitor the conditions inside and outside the testing room to make certain all candidates are afforded an equal opportunity to take an examination under satisfactory conditions. If unsatisfactory conditions inside or outside the testing room arise, they should be remedied as soon as possible. An example of an unsatisfactory condition outside the testing room would be excessive noise from other candidates or staff, or equipment. Examples of unsatisfactory conditions inside the testing room would be poor lighting, one candidate disturbing others (e.g., coughing, reading questions aloud), or extreme room temperature. Please remember to document any deviation from standard conditions as an examination irregularity (a form is provided at the end of this manual) and report this information to CNC within 24 hours of the examination administration.

When monitoring candidates, if you observe any suspicious candidate activity, which may indicate cheating or the recording of examination content, you should watch the candidates carefully to verify the suspicious behavior. For instance, if candidates appear to be staring down into their laps or at their keyboards excessively, they may be looking at notes they have slipped into their laps or even under the keyboards.

### Warning Signs that Candidates Are Cheating

In spite of warnings that they will be monitored during the examination session, some candidates may still attempt to cheat. The following candidate actions *may* be evidence of candidate cheating:

- Candidates are whispering or talking during the examination.
- Candidates appear to be exchanging notes with one another, or answers by some form of “code system.”
- Candidates appear to be using notes – either in written or electronic format.
- Candidates switch seats during the examination.

## Warning Signs that Candidates Are Recording Examination Content

Another form of cheating may involve the recording of examination content by one candidate to be shared later with another candidate. Because the examinations are administered over a secure computer network, there are no physical examination booklets that candidates could be tempted to remove from the testing room. However, examination content could still be removed from the testing room in a variety of methods:

- Candidates could write down examination content and remove it from the testing room. This is why you must not permit candidates to bring any personal papers into the testing room.
- Because miniature recording devices are so widely available and affordable, it is possible for candidates to sneak such devices (such as voice recorders, cameras and video recorders) into the testing room and attempt to remove examination content by these means. Also, recording devices can be hidden in many everyday personal items, such as hats, pens, watches, eyeglasses, and perhaps even jewelry. This is why we provide procedures for careful inspection of allowable personal items that candidates may take into the testing room.

Due to the “high stakes” nature of the examinations, as well as the significant investment in developing these examinations, it is critical that security of examination content be maintained at all times.

The following candidate actions *may* be evidence of candidate recording examination content:

- Candidates are reading out loud or whispering examination content.
- Candidates appear to frequently adjust their eyeglasses, watches, or other personal items.
- Candidates are observed to possess prohibited materials (such as personal papers or devices).

## Reporting Irregularities

An irregularity can be defined as any situation that could threaten compliance with the standardized testing situations discussed in this manual. Irregularities may apply to the whole group of candidates or an individual candidate. Examples of group irregularities could include mistiming, external distractions (e.g., the marching band practicing outside), or internal distractions such as noise or trouble with heating or cooling. Examples of individual irregularities could include your observation of potential cheating behavior, minor internal distractions affecting only one individual, or potentially relevant comments/complaints made to you by an individual candidate. After the irregularity has been handled, please make a record of the irregularity and send it to CNC within 24 hours of the examination administration, using the form provided in Appendix A. Please record important facts such as the date, time you noticed the event, the names of the candidates involved, any additional witnesses to the event, etc.

## Ending the Examination

At the end of the 2 hour time limit, if there are candidates that have not yet finished the examination, announce that the time is up and instruct the remaining candidates to click on the COVER button in the lower left portion of the screen (for multiple choice exams) and then choose FINISH and EXIT, or the QUIT button (for simulation exams) and then choose EXIT. You must collect the scratch paper

(and the simulation comment form for the simulation exam) from each candidate as they exit the testing room.

## Section 5 – Troubleshooting & Contact Information

### Loss of Internet Connection or Power

If your site experiences a loss of power or a loss of Internet connection during the examination, please advise the candidates that the software saves responses made up to the point of the power failure or loss of Internet connection and it is possible to restart candidates from the point that this occurred. Once power or Internet connection is restored, the candidate should simply log in again by either entering the URL into the browser address field exactly as it appears in the confirmation e-mail or, if the e-mails are accessible to the candidate from the computers in the testing room (lab) via an HTML e-mail system, the candidate can click on the link to reaccess the login page for the examination. The candidate should then enter their ID number and password again.

***You should also advise candidates that once they begin the exam, if they do not touch the mouse or keyboard for 20 minutes, they will be automatically logged out of the examination.*** If there is time remaining, the candidate can log back in to the examination using the same procedures as described in the “Getting Started” section of this manual.

### Contact Information

Should you encounter any technical issues during the examination, or if you have any questions, please contact the AMP Executive Office by phone at 913-895-4600 x4828 or by e-mail at [wta@goamp.com](mailto:wta@goamp.com), Monday through Friday, 8:30 am to 5:00 pm Central time.



Appendix A

Clinical Nurse Leader Certification Examination<sup>SM</sup>
Test Administration Irregularity Report

Examination Name: \_\_\_\_\_

Institution: \_\_\_\_\_

City/State: \_\_\_\_\_

Test Date: \_\_\_\_\_

Group Irregularities

Mistiming (please explain): \_\_\_\_\_

Other (please explain): \_\_\_\_\_

Irregularities with Individuals

Candidate's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Description of irregularity: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Description of irregularity: \_\_\_\_\_

Proctor's Name: \_\_\_\_\_

Proctor's Signature: \_\_\_\_\_

Mail to: Commission on Nurse Certification - One Dupont Circle NW, Suite 530 - Washington, DC 20036
or Fax to: 202-785-8320

**Appendix B**  
**CNL Certification Proctor Guidelines Summary**

*Adapted from the University of Maryland's CNL Certification Examination Guidelines*

**PLEASE PRINT THIS DOCUMENT FOR YOUR USE DURING THE EXAMINATION**

**Before candidates enter:**

- ✓ Check room for papers and other items, allowed and not allowed.
- ✓ Ensure the volume on all computers is muted.
- ✓ Place a scratch paper and pencil at each computer station (for the simulation examination, also provide a copy of the simulation exam comment form).
- ✓ Paper and pencils must be collected before candidate leaves the examination room

Candidates have been instructed to arrive approximately 20 minutes prior to the scheduled test administration time. Candidates who arrive more than 5 minutes after the scheduled testing time should not be admitted, and have been advised that their exam fees will be forfeited.

**The following are NOT permitted into the testing room.** These items, if brought, should be left under the supervision of the proctor at the front of the room until the examination is complete. All electronics if brought must left with the proctor and turned off.

- Cell phones
- PDAs
- Personal laptops
- Pagers
- Radio or headset devices
- Calculators
- Purses
- Briefcases
- Hats
- Food or drink
- Personal papers
- Books or reference materials

**When candidates arrive:**

- ✓ Check each candidate's photo identification before they enter the room.
- ✓ After identity verification, ask them to be seated.
- ✓ Pass out the confirmation e-mails.
- ✓ Have each candidate sign and date the confirmation email form and return to the proctor.

**Inspect the following for wires and cameras:**

- Eyeglasses
- Eyeglass cases
- Watches

**Tell the students to do the following:**

- ✓ Access Internet Explorer
- ✓ Type in the URL address
- ✓ Enter their ID numbers and passwords
- ✓ Read the pre-test instruction and then STOP
- ✓ They should WAIT to proceed.

**Before beginning, read the following statement aloud to the candidates:**

Welcome to this administration of the Multiple Choice portion of the Clinical Nurse Leader Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. At this time, please check your computer settings to ensure that the volume is muted. You will have two hours to complete the Multiple Choice section of the exam. Please read the instructions on the screen thoroughly before you begin. A HELP screen option is located in the lower portion of the screen that allows you to access on-screen assistance at any time during the exam. During the exam, use only the navigation buttons at the BOTTOM of the testing window. Do NOT use the browser's navigation buttons located on the top of the screen. If you have any comments about the content of any item, you should click on the icon with the exclamation point in the lower right portion of the screen and type your comment in the box that opens. When finished entering your comment, click on the "Submit" button at the bottom of the comment window. Once you begin the exam, if you do not touch the mouse or keyboard for 20 minutes, you will be automatically logged out of the examination. If there is time remaining, you can log back in to the examination using the same procedure as you did at the beginning of the examination. You may go back and change your answers during this portion of the exam at any time. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. When you have completed this first section, return your paper and pencil to me (the exam proctor.) We will take a [30 minute] break before beginning the next section. Does anyone have any questions? Please begin.

**Candidates should all begin the examination at the same time. When all candidates are ready to begin, instruct them to click on the "BEGIN" button.**

*Note to proctor: After restroom breaks, observe for prohibited personal items or suspicious behavior.*

- ✓ The Proctor should at this point begin timing the 2-hour test session.
- ✓ Call out the time when there is one hour remaining, and
- ✓ Call out the time when there are 20 minutes remaining

**When the 2-hour time limit has expired, instruct the candidates to stop working.** Candidates who complete this exam section before the 2-hour time limit should be instructed to exit the testing room quietly after returning their scratch paper.

**Ending the Multiple Choice Section:**

Inform the candidates when the 2 hour time limit is up and ask them to click on the COVER button in the lower left portion of the screen and then choose FINISH and EXIT. The 30-minute break begins at this time. Collect the scratch paper from each candidate as they exit the room. While candidates are gone, place a pencil and blank sheet of paper and a copy of the simulation comment form (Appendix C) at each station for the Simulation Section of the examination.

### **Beginning the Simulation Section:**

Check all candidates for restricted materials when they return for the Simulation Section of the examination.

### **Tell the students to do the following:**

- ✓ Access Internet Explorer
- ✓ Type in the URL address
- ✓ Enter their ID numbers and passwords
- ✓ Read the pre-test instruction and then STOP
- ✓ They should WAIT to proceed.

### **Before beginning, read the following statement aloud to the candidates:**

You will have two hours to complete the Simulation section of the CNL Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. Please read the instructions on the screen thoroughly before you begin. A HELP screen option is located in the lower portion of the screen that allows you to access on-screen assistance at any time during the exam. You should also note that once you begin the exam, if you do not touch the mouse or keyboard for 20 minutes, you will be automatically logged out of the examination. During the exam, use only the navigation buttons at the BOTTOM of the testing window. Do NOT use the browser's navigation buttons located on the top of the screen. Unlike the Multiple Choice Section, you may NOT change any of your answers after having selected them, so please review the questions and all possible choices carefully before selecting your answers. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. After you complete the Simulation section, click on the button that reads, "Exit" and return your paper and pencil and your simulation comment form to me (the exam proctor). Does anyone have any questions? Please begin.

**Candidates should all begin the examination at the same time. When all candidates are ready to begin, instruct them to click on the "BEGIN" button.**

- ✓ The Proctor should at this point begin timing the 2-hour test session.
- ✓ Call out the time when there is one hour remaining, and
- ✓ Call out the time when there are 20 minutes remaining

**When the 2-hour time limit has expired, instruct the candidates to stop working.** Candidates who complete the examination before the 2-hour time limit should be instructed to exit the testing room quietly after returning their scratch paper.

### **Ending the Simulation Section:**

Inform the candidates when the 2 hour time limit is up and ask them to click on the QUIT button in the lower right portion of the screen and then on the EXIT button. Collect the scratch paper and simulation comment form from each candidate as they exit the room.

## **Proctor Responsibilities:**

You are responsible for the standard administration and security of the examination. You must stay in the testing room during the entire administration of the examination to ensure that candidates never compromise the security, either by using notes, having discussions or attempting to copy or remove examination materials from the testing room in any format.

You should monitor the conditions inside and outside the testing room to make certain that the candidates are provided satisfactory working conditions (i.e. adequate lighting and temperature, minimal noise). Please document any deviation from standard conditions as an 'examination irregularity' and report this information to the CNC within 24 hours using the Test Administration Irregularity Report in the Proctor's Manual. Be sure to include important facts such as the date, time you noticed the event, the names of the candidates involved (if applicable) and any additional witnesses to the event.

Warning signs that candidates may be cheating:

- Whispering/talking during examination
- Exchanging notes or answers by some form of "code system"
- Using notes, either written or electronic format
- Switching seats during examination

Warning signs that candidates may be recording examination content:

- Reading out loud or whispering examination content
- Frequently adjusting eyeglasses, watches or other personal items
- Possessing prohibited materials (i.e. personal papers or devices)

If you have a problem during the administration of the examination, e.g., loss of internet connection, tell the student that their answers thus far have been saved. Once the internet connection has been restored, instruct the student to log in again with the same URL and password. If the problem persists, contact AMP using the information below.

## **CONTACT INFORMATION**

AMP Executive Offices, Monday – Friday, 8:30 am to 5:00 pm

Phone: 913-895-4600 x4828

Email: [wta@goamp.com](mailto:wta@goamp.com)

**Reminder:** Please return the signed confirmation e-mails for each student (for both the multiple choice and simulation examinations), the Simulation Examination Comment Forms, and any Test Administration Irregularity Reports to the CNC office:

Commission on Nurse Certification  
One Dupont Circle NW, Suite 530  
Washington, DC 20036



## Appendix C

### Simulation Examination Comment Form

NOTE: Please note the simulation problem number for each comment and provide a detailed explanation of the section for which you have a comment.

Simulation Number	Comment on Content

## Multiple Choice Examination Comment Form

NOTE: Please note the simulation problem number for each comment and provide a detailed explanation of the section for which you have a comment.

<b>MC Number</b>	<b>Comment on Content</b>



APPENDIX D

CLINICAL NURSE LEADER<sup>SM</sup> (CNL<sup>®</sup>) CERTIFICATION PROCTOR GUIDELINES AND AGREEMENT

A proctor shall:

- 1. Read and adhere to the Procedures for the Standardized Administration of the CNL Certification Examination.
2. Not be a relative or have a conflict of interest with any candidate scheduled to sit for the exam at the exam site.
3. Protect the security and confidentiality of the examination and the confidentiality of the identity of the examination candidates.
4. Not discuss the content of the examination with any candidate before, during, or after the exam administration.
5. Administer the examination according to the instructions provided by CNC.
6. Refrain from distracting activities during the examination.
7. Collect all examination materials and return to CNC as appropriate (Confirmation Form).
8. Submit any required documentation to CNC (Test Administration Irregularity Report, Simulation and Multiple Choice Examination Comment Forms).
9. Never comment or make any type of assessment of a candidate's performance on the examination.
10. Not discuss the examination activities with anyone else, except CNC staff and/or any CNC Board of Commissioners.
11. Notify CNC and exam site faculty immediately if unable to serve as a proctor.

I have read and agree to adhere to the proctor guidelines as outlined above. I understand that I am responsible for the security of the examination materials and confidentiality of the identity of the examination candidates. I agree to conduct the examination in accordance with the procedures outlined in the Procedures for the Standardized Administration of the CNL Certification Examination and report any irregularities that occur during the exam administration.

Printed Name of Proctor
Signature Date
Exam Site/Institution

Mail to: Commission on Nurse Certification · One Dupont Circle NW, Suite 530 · Washington, DC 20036 or Fax to: 202-785-8320



**APPENDIX E  
PROCTOR CHECKLIST**

- READ PROCTOR MANUAL NO LATER THAN 5 BUSINESS DAYS PRIOR TO EXAMINATION DATE.**
- NOTIFY CNC AND EXAM SITE FACULTY IF UNABLE TO SERVE AS PROCTOR.**
- CONFIRM RECEIPT OF SIGNUP CONFIRMATIONS FROM FACULTY CONTACT.**  
If you do not receive the login information per examinee, **notify CNC at least two days prior to the exam date.** Failure to notify CNC may delay candidate access to the exam.
- COLLECT ALL CONFIRMATIONS, TEST ADMINISTRATION IRREGULARITY REPORTS, AND EXAMINEE NOTE PAPER AFTER TEST HAS BEEN ADMINISTERED.**
- PREPARE DOCUMENTATION FOR SUBMISSION TO CNC.**
  - SIGNED PROCTOR GUIDELINES AND AGREEMENT (APPENDIX D)**
  - SIGNED CONFIRMATIONS FROM EACH EXAMINEE PER SECTION TESTED (MULTIPLE CHOICE AND/OR SIMULATION)**
  - TEST ADMINISTRATION IRREGULARITY REPORTS**

**SEND TO:** Dana Y. Featherstone  
Assistant, Commission on Certification  
One Dupont Circle, NW, Suite 530  
Washington, DC 20036

**PLEASE NOTE:** The documents must be submitted to the CNC within **5 business days** of the examination date.

**QUESTIONS?** Contact the Commission on Nurse Certification.  
Telephone: 202-463-6930, ext. 226 or ext. 242; e-mail: [cnl@aacn.nche.edu](mailto:cnl@aacn.nche.edu)