

## HOW TO SCHEDULE AN APPOINTMENT FOR THE NLN PAX TEST

- ◆ Go to the ANC website – [www.anc.edu/testingcenter](http://www.anc.edu/testingcenter)
- ◆ Click the blue box on the left “**Schedule Your Appointment Now**”
- ◆ **If this is your first visit**, you will need to:
  - **Register, Submit information and Log In**
- ◆ **If you have scheduled a test previously** (for an internet class, a placement test or this test), **Log In** using your login and password you created on your first visit

### GO TO EVENT REGISTRATION

(IT IS **VERY IMPORTANT** THAT YOU SCHEDULE YOUR TEST HERE--**IF NOT, YOU DID NOT REGISTER FOR THE RIGHT SERVICE**)

- ◆ Under **Event Registration**, review all test dates and locations available (**notice the type of test—PN or RN**)
- ◆ **Select** the test date and time you would like to take the test
  - The scheduling software will not let you register for a date that is full*
- ◆ For your review, in the right column of the next page, the date, time and location will be posted.
  - If this is correct, **Finalize** the appointment (**double check the type of test (PN or RN) before you finalize**)
  - If not, click **Appointments** at the top of the page under the ANC Logo to go back and select a different date
  - You will receive an email confirming the information you submitted

### DO NOT SCHEDULE MORE THAN ONE APPOINTMENT.

- ◆ If you schedule multiple appointments, the **earliest date and time** will be used and the other appointments will be cancelled.

### METHODS OF PAYMENT:

#### Payment Must be Received at the Site You Plan to Test

- ◆ **If Testing in Blytheville**
  - Go to Business Office
  - Make payment (cash, credit card, or check) in the amount of \$55 (price subject to change)
  - Take receipt to the Testing Center (S146, Statehouse Hall) **You will not be allowed to test without your receipt.** *The Business Office will not have a copy of your receipt. It is your responsibility to bring the receipt to the Testing Center.*
- ◆ **If Testing in Paragould**
  - See Mrs. Cindy Burton
  - Make payment (cash, credit card or check) in the amount of \$55 (price subject to change)
  - **You will not be allowed to test without your receipt.**

**PLEASE NOTE:** *Payment must be received one week in advance of test date so we can order the test and reserve a seat for you. Please note that the test fee is non-refundable and non-transferable. If you cancel, do not submit a receipt, or do not attend your exam, there is no refund. In case of an extenuating circumstance, contact the ANC Testing Center.*

### ON TEST DAY:

- ◆ You must provide **two** forms of identification before you will be allowed to test
  - One **must** be a photo ID, such as driver's license or College ID
  - Second one may be your social security card or another photo ID
- ◆ Without a receipt on file, you will not be allowed to take the test
- ◆ Arrive 30 minutes before the scheduled test time

### LOCATION:

- ◆ Blytheville (contact number – 870-762-1020, ext. 1161)
  - S146 Statehouse Hall, unless otherwise posted
- ◆ Paragould (contact number – 870-239-3200)
  - Room 204

#### NOTE:

**It is recommended by the Nursing Department that you take either the COMPASS, ACT or ASSET placement test and meet the required placement scores before taking the NLN PAX test.**

*Check with the Nursing Department for the required placement scores.*

#### Each Test Session Has Limited Seating.

**All Testing Dates are listed on the ANC website as soon as they are available. You must log in on the scheduling site to see the dates that are available.**

**Do not wait until the last minute**

**STUDENTS ARE ENCOURAGED TO REGISTER EARLY**

**This provides optimal testing conditions and a distraction-free secure testing environment.**