



Entrance Exam Scheduling Instructions

Welcome to Nightingale College! Please follow the steps below to schedule your proctoring appointment with our third-party proctoring service Examity®.

**Before completing any steps, please make sure you are using a laptop or desktop computer and an updated browser. Testing or scheduling on a smart phone, tablet, or iPad will not work.*

TO SCHEDULE YOUR EXAM:

1. Navigate to the [scheduling website](#).
2. Register to create an account.
3. Activate your account from the activation email sent by Examity.

The image displays two screenshots from the Examity website. The left screenshot shows the 'Profile Registration' form, which includes fields for First name, Last name, Email address, Phone number, Choose a Password, and Confirm Password. The right screenshot shows an email titled 'Welcome to Examity' with the Examity logo and instructions to activate the account via a link.



4. Complete your profile (1. DOB and time zone, 2. Take a photo or upload an image 3. Create answers to security questions).

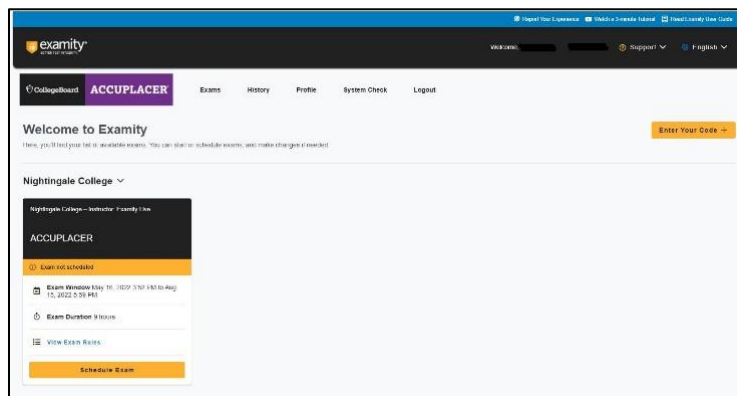
The first screenshot shows the 'Set up your profile' page with the following sections:

- Add your information:** Upload Your Photo ID, Create challenge questions.
- Tell us a bit about you:** First Name, Last Name, Username, Email Address, Date of Birth (Month, Day, Year), Phone Number, Time Zone, Security Question.

The second screenshot shows the 'Set up your profile' page with the following sections:

- Add your information:** Upload Your Photo ID, Create challenge questions.
- Photo ID:** TAKE A PICTURE, UPLOAD AN IMAGE.

5. Select “Check If Your System Meets Examyty Requirements” and follow prompts.
6. Enter the voucher code you received from your testing coordinator and click “Submit” (if you do not have a valid voucher code to schedule with, please call your testing coordinator or admissions advisor).
7. There should be an Accuplacer Exam available. Select “Schedule Exam.”
 - o **NOTE:** The exam is NOT 9 hours long. You have up to 9 hours to take the exam if needed.
 - o You are expected to take your first attempt within one week from paying your application fee.





8. Select your Expected Testing Date and desired time.
9. Pay the \$25 proctor fee.
10. Forward your proctoring appointment confirmation to your testing coordinator and admissions advisor to inform them of your appointment.

TO BEGIN YOUR EXAM:

1. Clear your desk area of everything except your testing device, blank scrap paper/whiteboard, pen/pencil, and your photo ID.*
2. Navigate to the [scheduling website](#) and log in to your existing account 15 minutes before your scheduled time slot.
3. Click “Start Exam” on the Accuplacer Exam
 - a. If you are encountering any issues, please contact Examity support immediately at (855) 392-6489.

You are now in the queue for proctoring, and someone should connect with you soon. Please be patient as some exams run over their allotted time causing the proctor to be 10-15 minutes late.

**Be prepared to show the proctor your photo ID and a 365 degree scan of the room that you are testing in (if you cannot move your camera around because you have a desktop that isn't easily maneuvered, they may ask you to take a slow video of your room using a smart phone and then show the video on the screen by holding the phone up to the camera). This may feel invasive, but it is necessary to ensure the integrity of the exam, and everyone must do it. If you have questions, please reach out to your admissions advisor or your testing specialist.*