

### Contents

Creating an Account	1
Taking the exam (On campus)	1
Students taking HESI Legacy using ProctorU	3
ProctorU Technical Requirements	4
ProctorU Pre-Testing	4
Testing Day (ProctorU)	4

## Creating an Account

Students taking the HESI exam should create an Evolve/Elsevier account. To create an account, go to the website below:

https://evolve.elsevier.com/cs/register

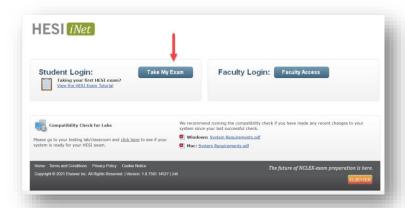
It is recommended that you use your university email address to create an account but it is not required.

## Taking the exam (On campus)

On the Day of the HESI test, you will go into the Lab or use a laptop computer can open the HESI-iNet Link on the desktop. <a href="https://hesiinet.elsevier.com/">https://hesiinet.elsevier.com/</a>



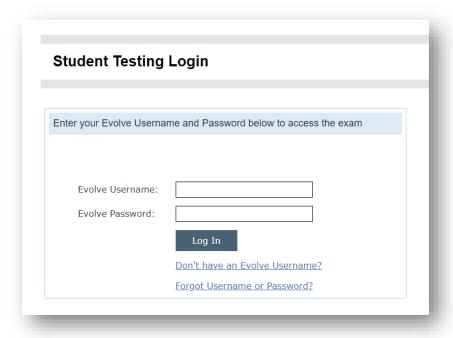
This link will go to the HESI iNet site where you can click on the "Take My Exam" button to go to the login screen and use your Evolve/Elsevier account to log in.



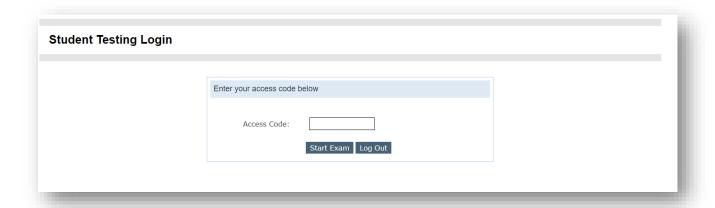
Once you are on the login screen (see below), type in your **username** and **password** then click **Log In**. If you have forgotten your username or password, click on the "Forgot Username or Password?" link. It will redirect you to the



Evolve/Elsevier website. (Click "Sign In" and then click on "Forgot Username or Password?" and follow the instructions to retrieve a link via email that will allow you to reset your password.

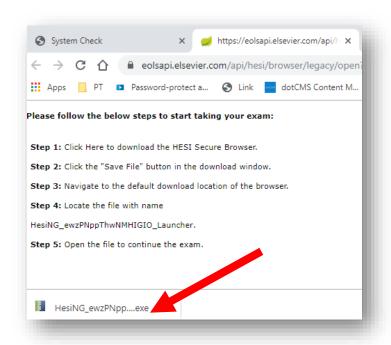


Once you are logged in, you will need to type in the **Exam code**, which your instructor or one of your proctors will write on the board, to begin.





After typing in the exam code, you will go through a couple of pages with information with a disclosure section. Once you click, I Agree, you can continue. Once you continue, using the Continue button, you can click on the Take Exam button. You will come to any special instructions, if needed. Click on Continue. Once your test is ready it will download and be available on the bottom left of your browser window. Click on the HESI Icon or filename to Load and start the exam.



If you become disconnected you can exit out of the exam, log back in and then use the exam code again to continue the HESI exam. You will not lose your progress.

Although most instructors set up a timer, if there are technical problems you can continue past this time. If you can take the exam with no interruptions, you should stop when the timer is up. If not, your instructors or proctors will let you know when to stop.

## Students taking HESI Legacy using ProctorU

If you are planning to take a HESI Exam using ProctorU make sure that your system is compatible utilizing the HESI System Checker.

#### https://hesi.elsevier.com/systemChecker/index.html

This page also has a mock exam that you can take. If you have a question about system requirements, please see the links below:

- Windows
- Mac OS

If possible use an Ethernet/wired connection to reduce the chances of being disconnected during the exam. We have found certain Mac operating systems to have issues with HESI Legacy exams. If you have access to a windows system you may want to use that for a ProctorU HESI Exam.



### **ProctorU Technical Requirements**

In order to be successfully proctored by ProctorU, you will need the following:

- 1. A PC or Mac that meets the minimum system requirements. (Tablets are not supported)
- 2. One of the following compatible web browsers:
  - Google Chrome (preferred).
  - Mozilla Firefox.
- 3. ProctorU browser extensions for Chrome or Firefox.

### **ProctorU Pre-Testing**

Follow the steps below before you take a test with ProctorU.

- 1. Perform a system check.
  - You will receive a summary report of the system check.
  - If there is a failure, you will need to have the failure corrected before moving forward.
- 2. Visit proctoru.com and click the "User Login" button located in the top-right corner of the main page.
  - If you've already registered with ProctorU, simply sign in with your credentials.
  - If not, create an account by clicking the **New user? Sign up here** link and fill in the requisite information.
  - Be sure to use a valid e-mail address and phone number where you can be reached while taking an exam.
- 3. Schedule the exam date and time.
  - It's best to schedule your exam in advance as it greatly affects the price of the exam.
  - Exam Fee: \$17.00 per exam (as of Jan 2021)\*
    - \*A surcharge will be applied for exams that are not scheduled at least 72 hours in advance.
- 4. Submit payment. (Be sure to have a valid credit card available.)
- 5. Sign Proctor Agreement.

### Testing Day (ProctorU)

- 1. Clear your work area.
- 2. Please use an Ethernet/wired connection to reduce the chances of being disconnected during the exam.
- 3. Visit proctoru.com and log in using your username and password.
- 4. Once logged in, select the My Sessions link.
- 5. Search for the scheduled exam and click the link to be connected with the proctor.
- 6. Follow the directions of the proctor to begin the test.

When testing with ProctorU, students should be prepared to:

- Show an up to date photo ID.
- Answer security questions.
- Grant the proctor access to their computer.
- Take the test in a private, well-lit, indoor room (preferably at home) with no one else in the room.
- Show the proctor the edges of the monitor being used for the exam with a mirror or cell phone.
- Provide a 360-degree view of the testing environment.
- Stay in view of the camera at all times.