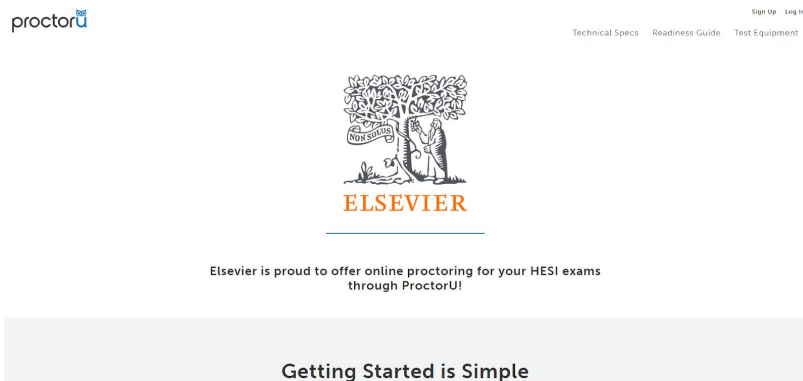


- To get started, follow the ProctorU account setup and scheduling steps outlined here and below:



□ CREATE AN ACCOUNT

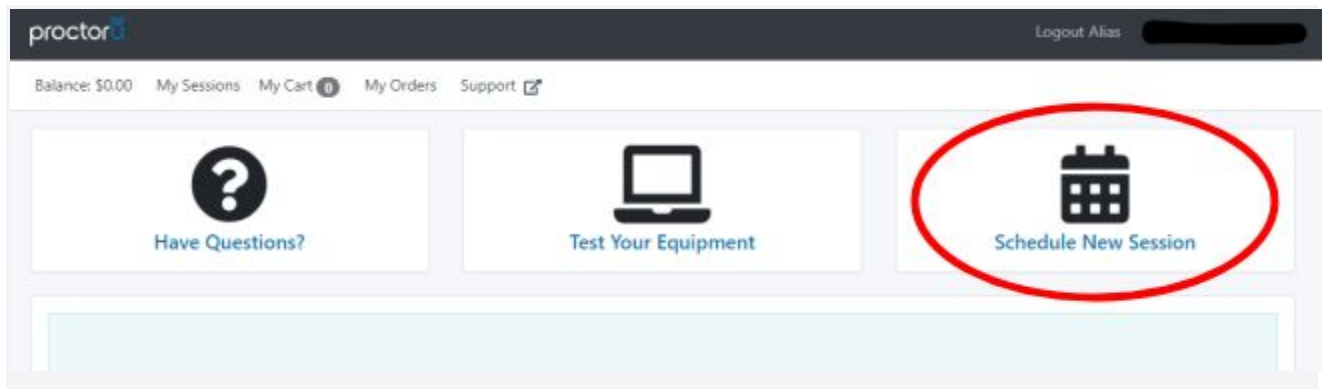
- If you **DO NOT** already have a ProctorU account, use [this link](#) to sign up with an Elsevier – HESI enrollment.
- If you **DO** already have a ProctorU account through your institution, you'll need to add a new enrollment with Elsevier in order to take your HESI exams. To do this, follow the steps below:
 1. [Log in](#) to your existing account.
 2. Click the dropdown by your name in the upper right corner and **select Account Settings**.
 3. Scroll to where you see Enrollments and click **Add Enrollment**.
 4. Find and select ****Elsevier – HESI****.
 5. Click **Update Account** at the bottom of the page.

□ SCHEDULE AN EXAM

Follow these steps to make sure you schedule the right exam:

1. After creating an account, log in and click the button that says **Schedule New Session**.
2. In the dropdown labeled "Confirm your institution," **select **Elsevier – HESI****.

3. In the dropdown labeled "Select a term," **select the name of the college or university** where you're taking your nursing course.
4. In the dropdown labeled "Select your exam," **select the option that matches this naming convention: Cohort ID / Exam Name**. For example, Spring 2020/HESI Exit Exam. *NOTE: If you are unsure what to select here, please contact your instructor.*
5. Click **Find Sessions**.
6. On the left side, select the **date and time** you'd like to take your exam. If you don't see any good options for your selected date and time, please try another date and/or time. *Note: Please schedule at least 72 hours in advance of the date/time you want to take your exam.*

A screenshot of the 'Select Exam for' form on the proctorU website. The form is titled 'Select Exam for' followed by a redacted name. It contains three dropdown menus: '1. Confirm your institution' (showing 'Elsevier - HESI'), '2. Select a term' (showing 'Please Select'), and '3. Select your exam' (showing 'Please Select'). To the right of each dropdown menu is a red arrow pointing to it. At the bottom right of the form is a blue button labeled 'Find Sessions', which is circled in red.

Schedule Session

[Select Different Time](#)

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

← April 2020 →

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Select a Time

↑ 04 : 30 AM
↓ ↓

Find Available Times

4:10AM CDT

Friday, April 24, 2020

13 days from now

Sample Exam

SELECT

4:40AM CDT

Friday, April 24, 2020

14 days from now

Sample Exam

SELECT

4:50AM CDT

Friday, April 24, 2020

14 days from now

Sample Exam

SELECT

5:20AM CDT

Friday, April 24, 2020

14 days from now

Sample Exam

SELECT

5:40AM CDT

Friday, April 24, 2020

Sample Exam

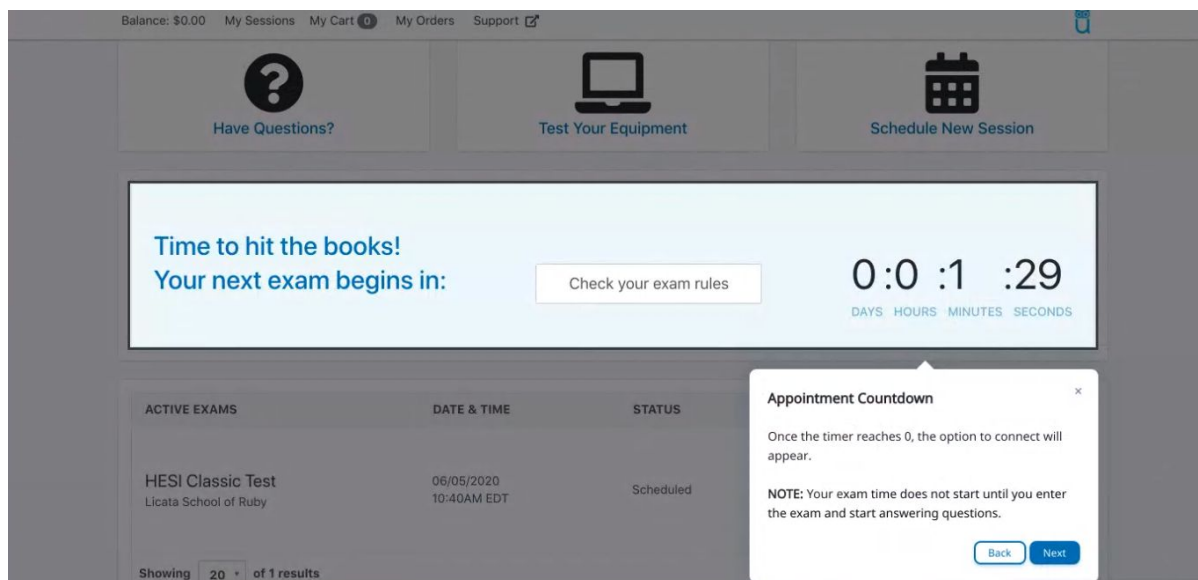
SELECT

□ [DOWNLOAD THE PROCTORU EXTENSION](#)

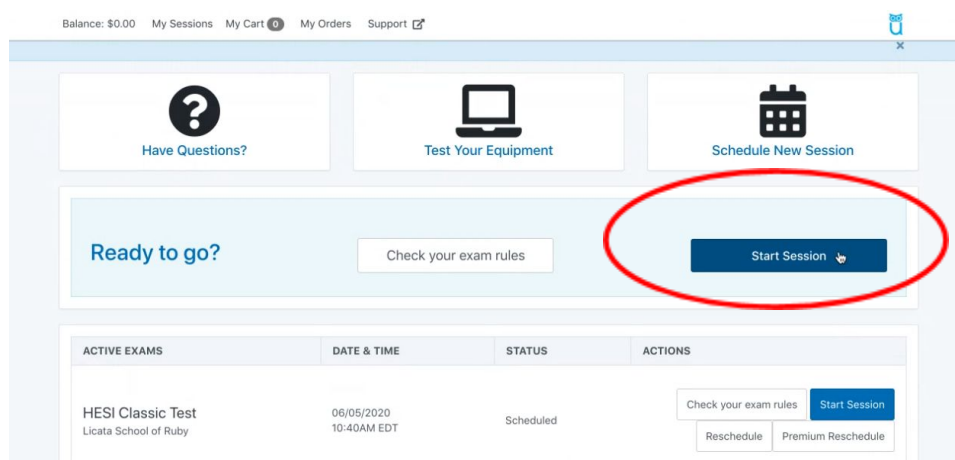
For the best exam experience, download the [Chrome extension](#) or the [Firefox extension](#) prior to the scheduled date and time of your exam.

□ **TEST YOUR EQUIPMENT AND CHECK THE MINIMUM SYSTEM REQUIREMENTS [HERE](#).**

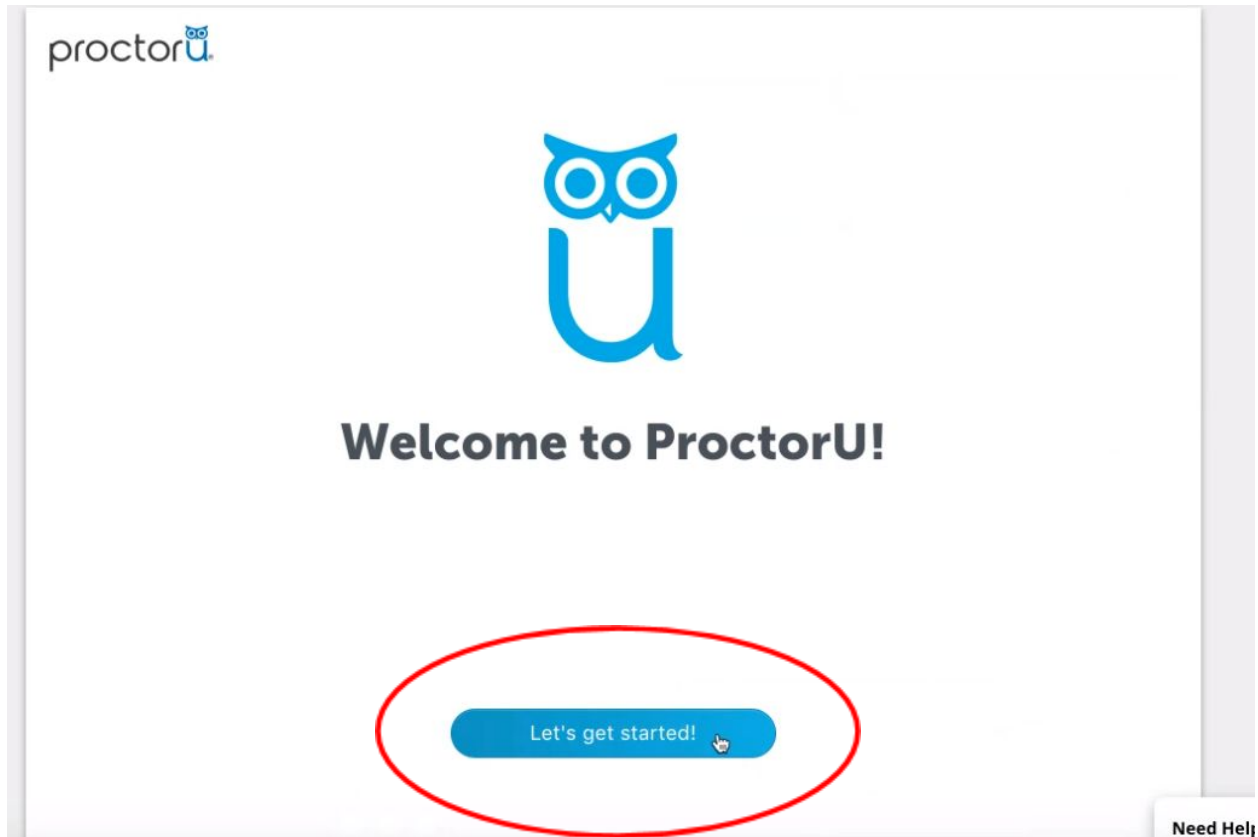
- When your scheduled appointment time comes to take your exam, log into your ProctorU account and look for the countdown timer.



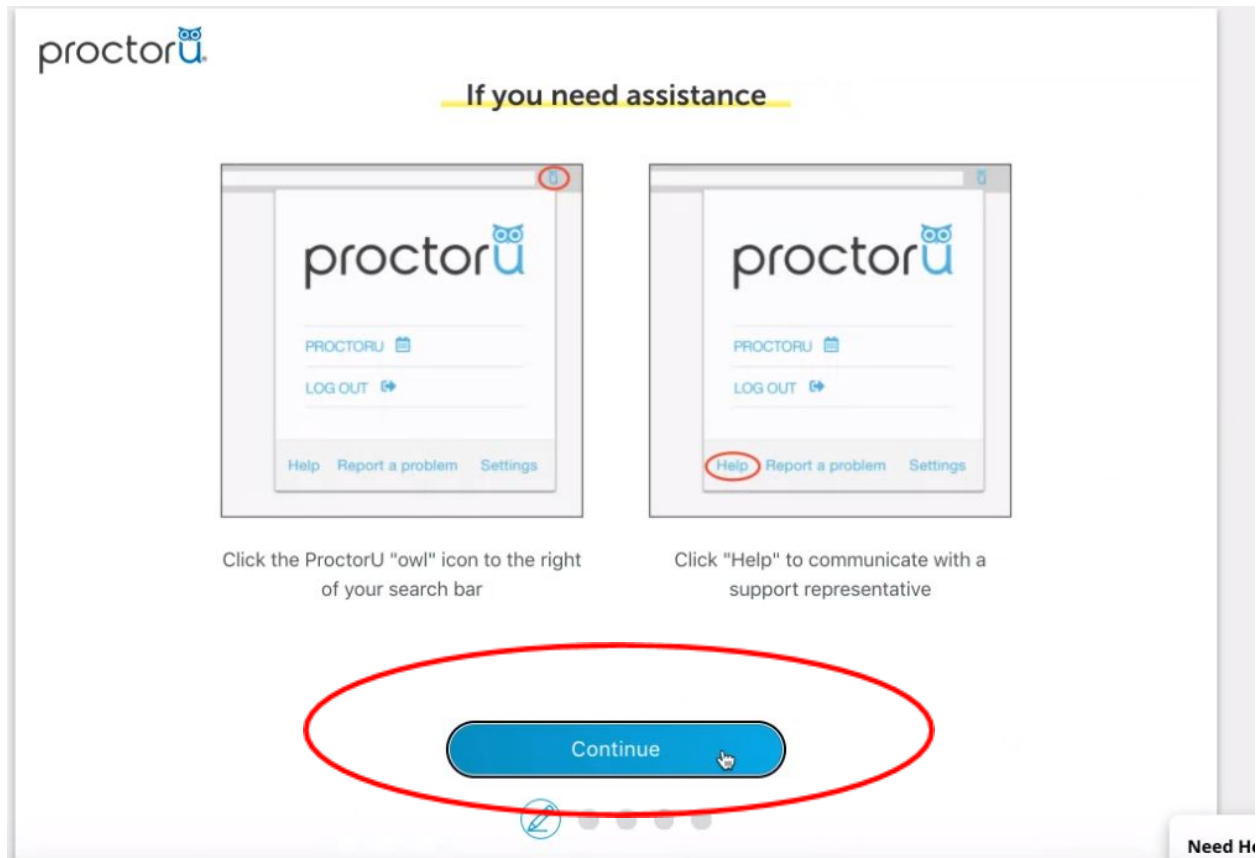
- At your appointment time, the countdown timer will change to a **Start Session** button. Click this to get started.



The next screen will show *Welcome to ProctorU!*. Click the blue button reading, *Let's get started!*



This screen is informative if assistance is needed during your session. Press the blue *Continue* button to move to the next screen.



- This screen is prompting you to have your government-issued photo ID ready. Take this time to retrieve your ID and/or take a quick break. Once ready, press the blue *Continue* button.



Exam Prep

Have a form of government-issued photo ID ready



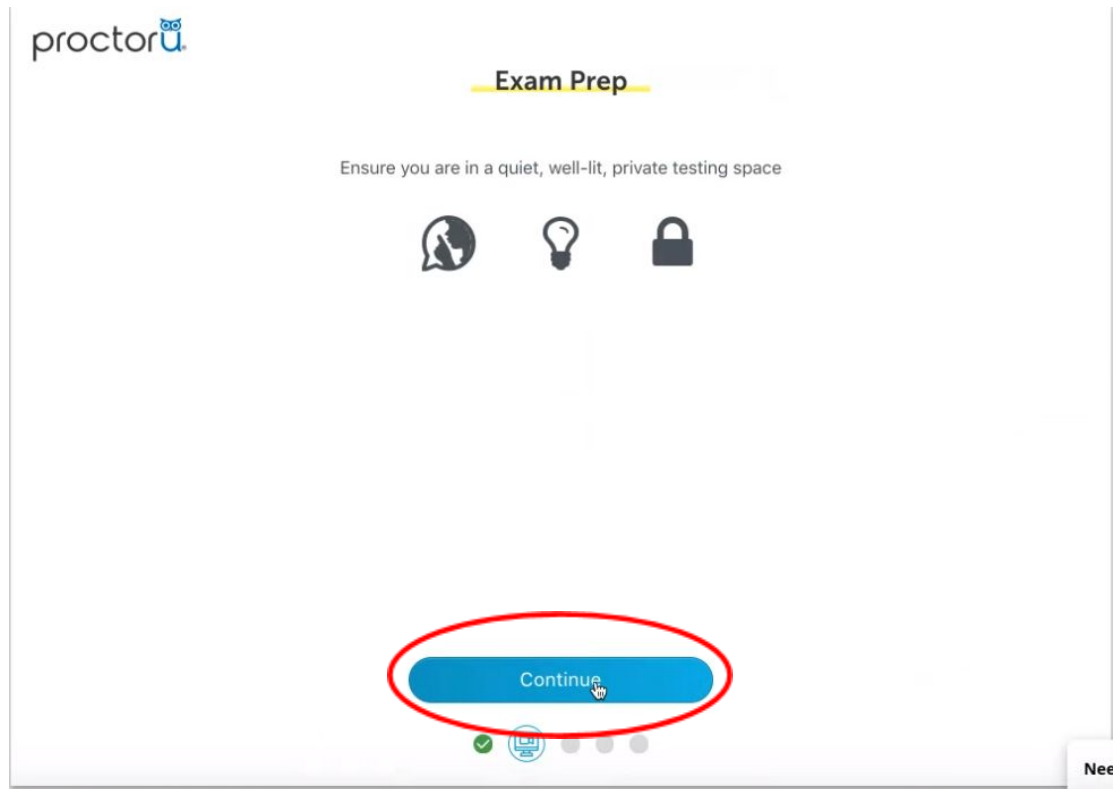
If you need to retrieve your ID or take a quick break ☕, please do so now.

Continue



Nee

Ensure you are in a quiet, well-lit, private testing space. If you are ready, press the blue *Continue* button.



The next screen explains the **Recording Notice**. Once you have read and checked the two boxes, press the blue **Continue** button.



Exam Session Recording Notice

ProctorU will record your Exam Session for potential review and training purposes. This information is encrypted and can be accessed only by institution-authorized individuals.

Recording will begin after we check your system and environment. Following exam completion (including final review of your exam), you **MUST** disconnect from your ProctorU session by closing the application and your browser. The webcam will continue to record until you complete BOTH actions.



- I consent to ProctorU recording me via my computer's camera and microphone during my test.
- I consent to ProctorU's use of biometric facial recognition to prevent identity fraud during my test.
- I consent to allowing ProctorU to view my desktop; view my system information; run scripts; deploy Rescue Calling Card in the event I need technical support; and invite technicians for collaboration, if needed.
- I understand that I must close both the application and my browser to end the recording of my test.

 ☒ I agree to all the above statements

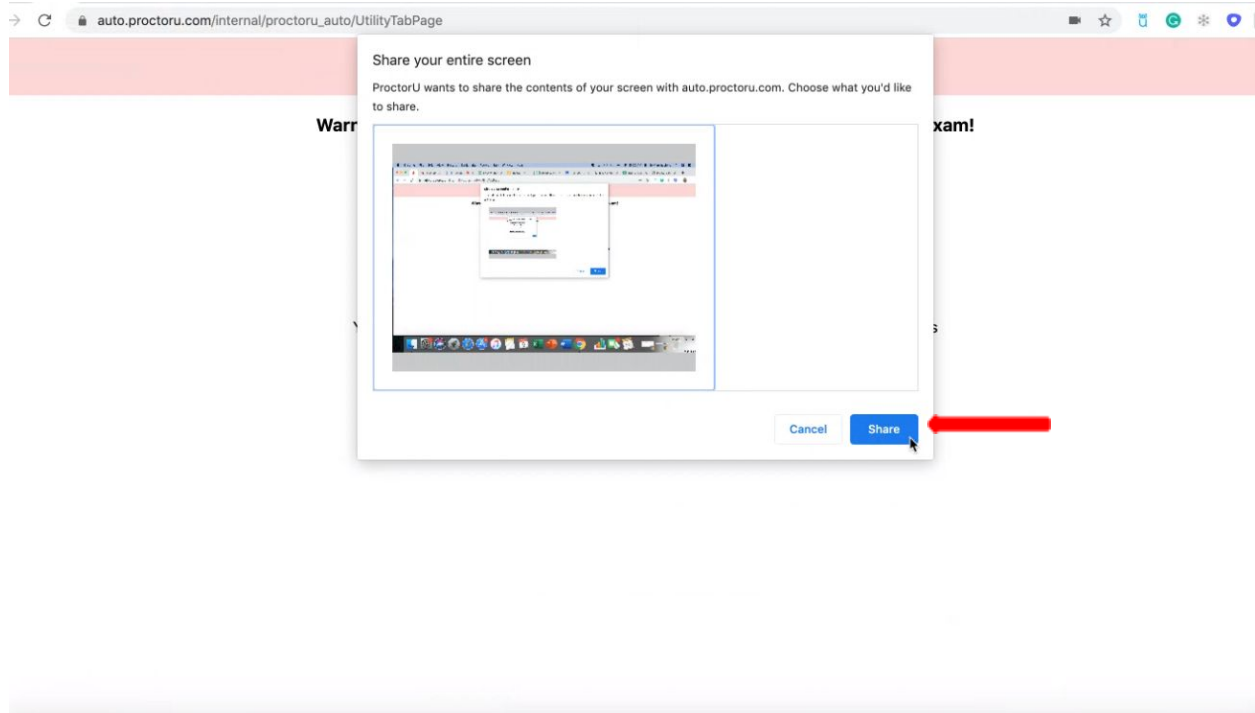
 ☒ I consent to ProctorU's recording and use of my biometric keystroke data to prevent identity fraud or cheating during my test

View our [Security Document](#) for more information.

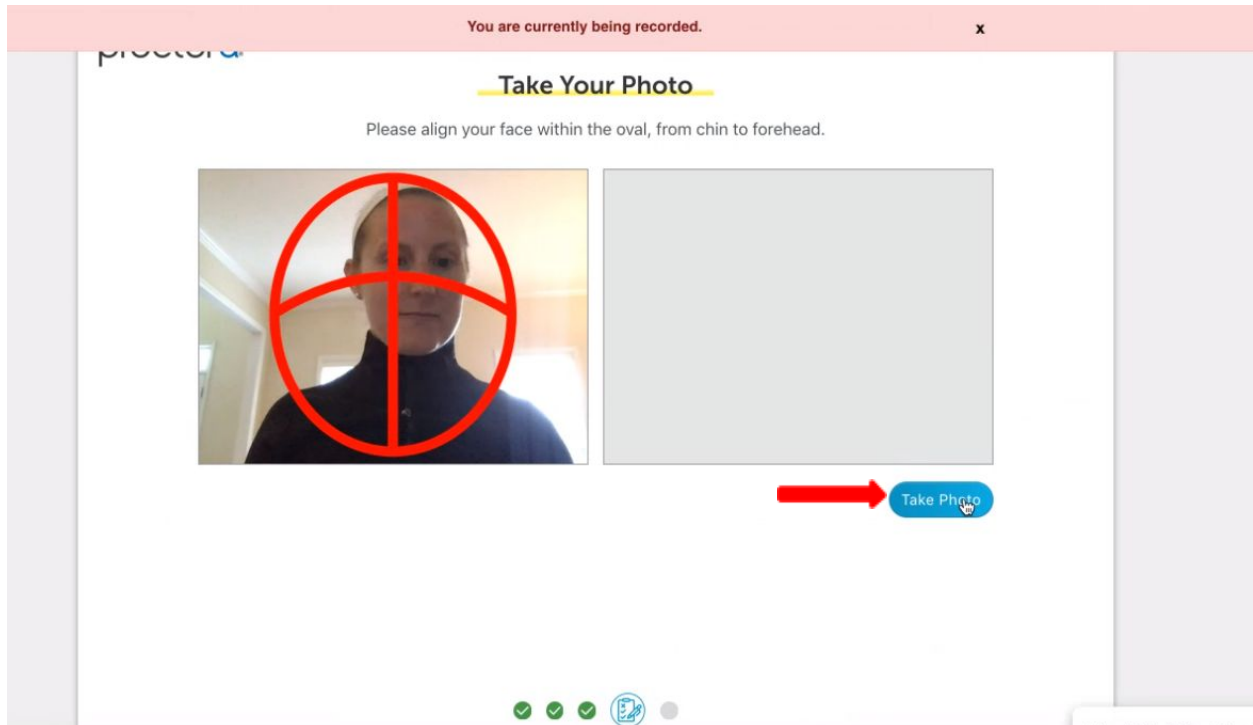


Ne

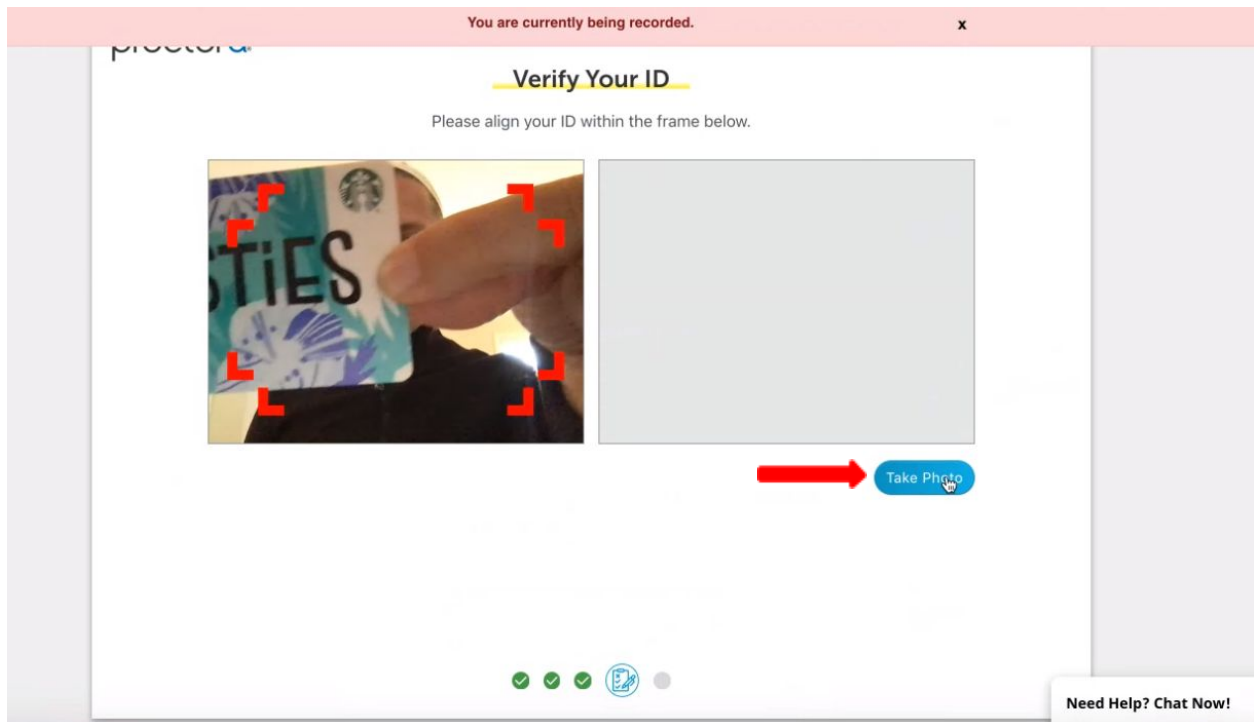
The next screen is ProctorU requesting your permission to share the contents of your screen. To share your screen, click the blue button reading, *Share*. A recording tab will automatically populate.



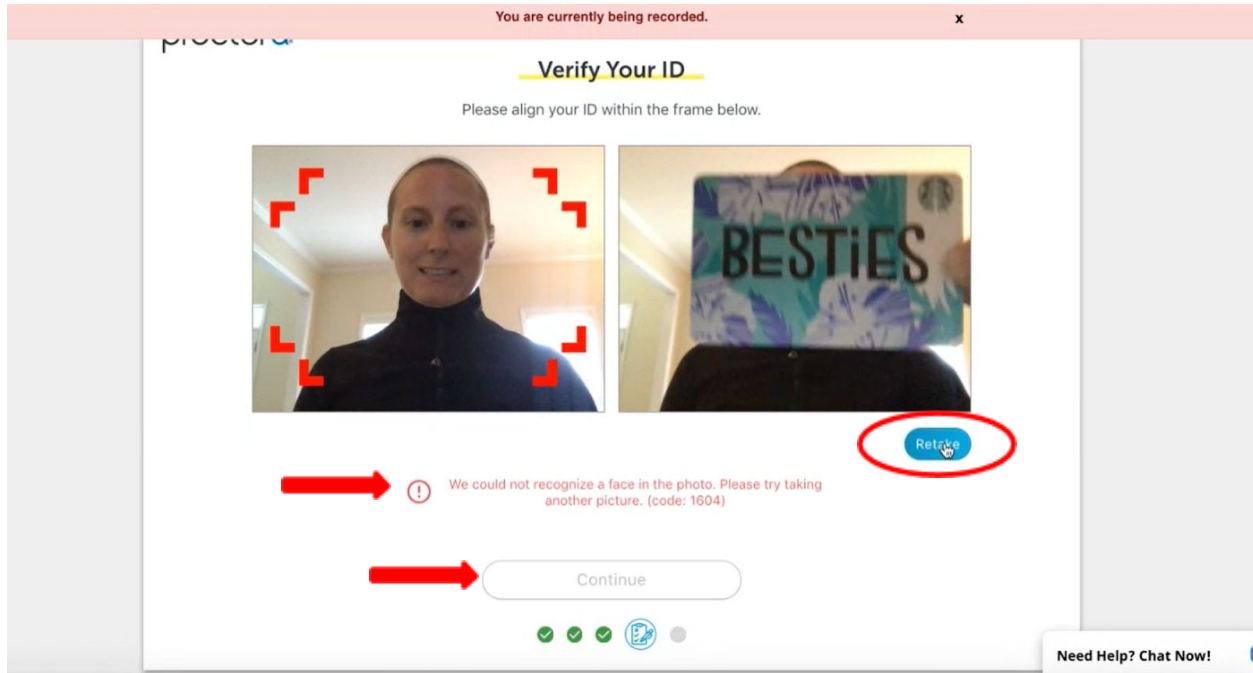
- Follow the on-screen instructions to take your photo.
 - Be sure to align your face within the oval displayed, from chin to forehead.
 - Once your face is aligned in the oval frame, press the blue button, *Take Photo*. **Note:** There is a slight delay, be sure to hold still for a few seconds after clicking, *Take Photo*.



- This next step is to take a photo of your government-issued photo ID.
 - Be sure to align the ID within the outlined frame.
 - Once your ID is aligned in the outlined frame, click the blue *Take Photo* button. **Note:** There is a slight delay, be sure to hold still for a few seconds after clicking, *Take Photo*.



If a face is not recognized on your ID, you will receive an error message. Align the government-issued photo ID again within the outlined frame and click the blue **Retake** button. Then press, **Continue**.



- This screen displays the exam rules outlined by your institution. After reading over the rules and checking the two agreement boxes, press the blue *Continue* button.

You are currently being recorded. x

Exam Rules

- Scientific Calculator
- Graphing Calculator
- Computer's Calculator
- Online Calculator
- Financial Calculator

scratchPaper

- Multiple sheets
- Whiteboard

other


- Bathroom breaks

Window Size

- ☒ Resized

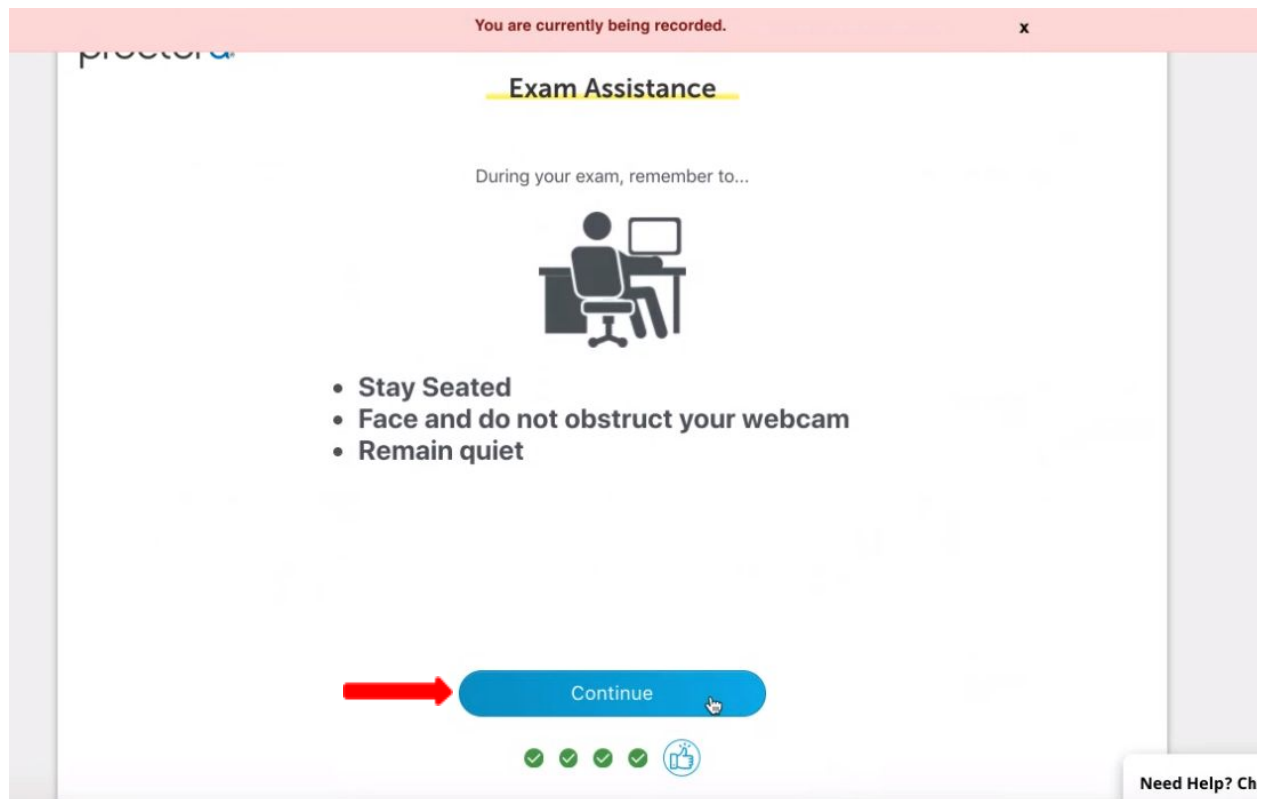
☒ I have read and understand the exam rules prior to starting my test with ProctorU.

☒ I agree to the terms set forth in ProctorU's [Privacy Policy](#) and [Terms of Service](#).

✓ ✓ ✓ ✓ 

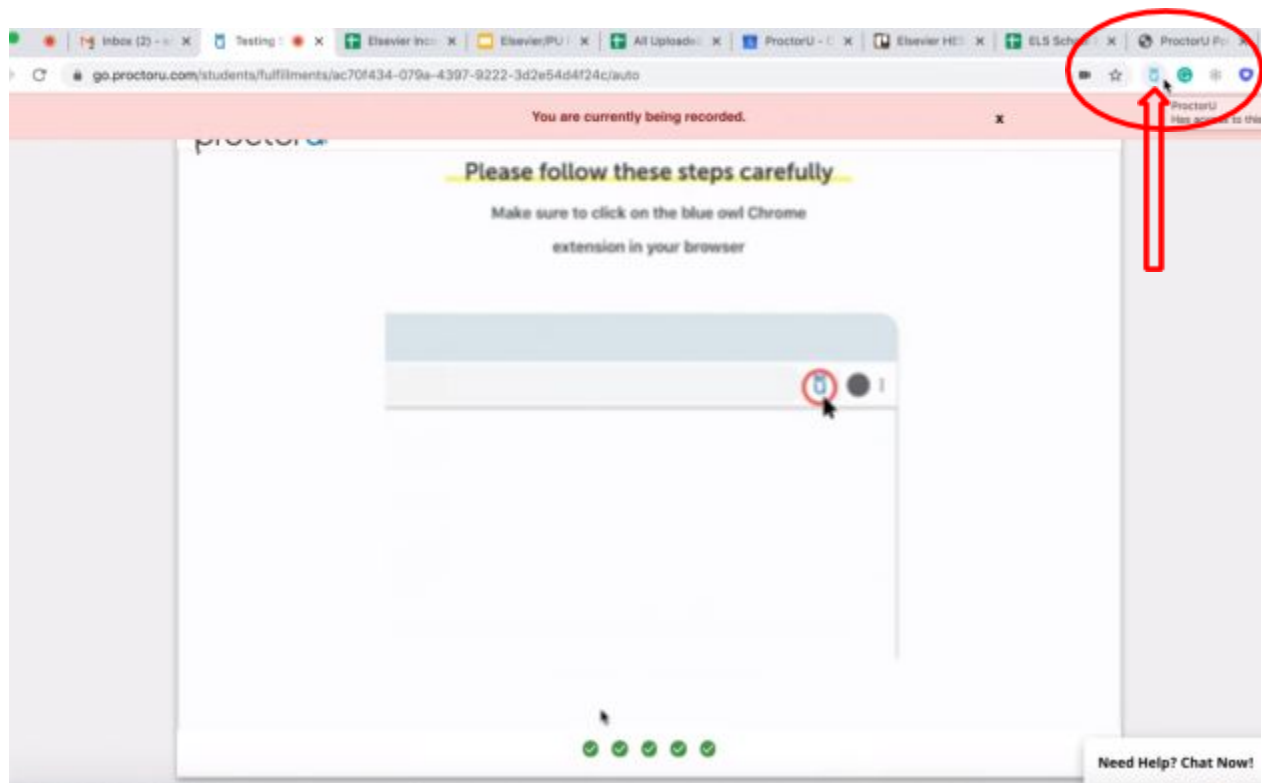
Need Help? Chat

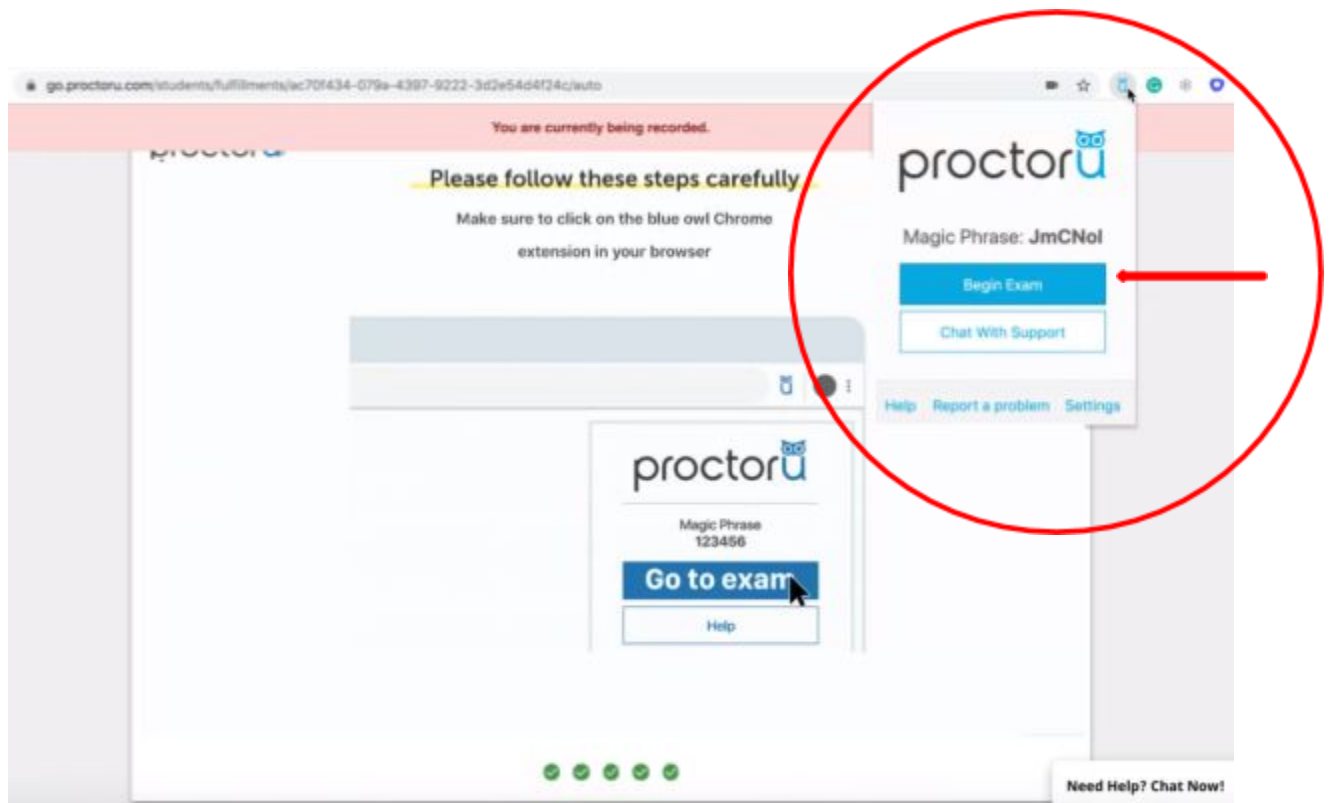
This screen provides reminders to stay seated, face and do not obstruct your webcam, and to remain quiet during the exam. Press the blue, *Continue* button.



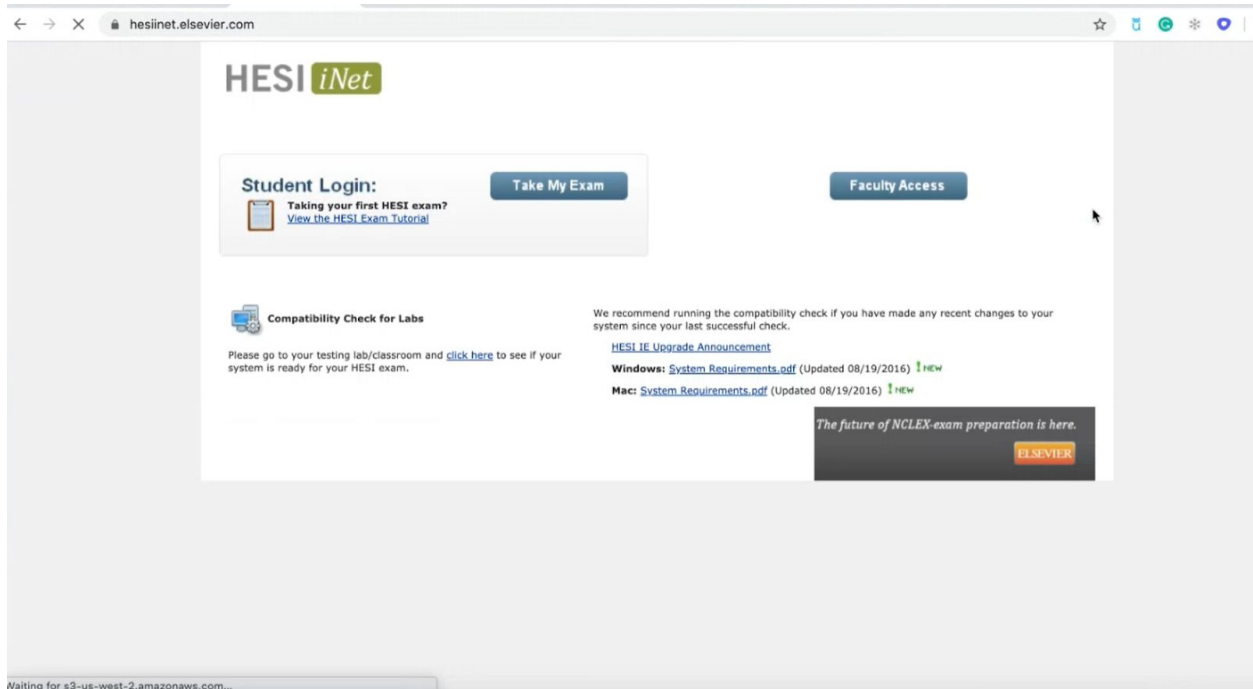
- The next step is to open the ProctorU extension. To do so:

- Click the ProctorU blue owl icon, located at the top-right of your browser's search bar. This will open a small menu.
- Click the blue *Begin Exam* button
- Ignore the *Magic Phrase* in this window

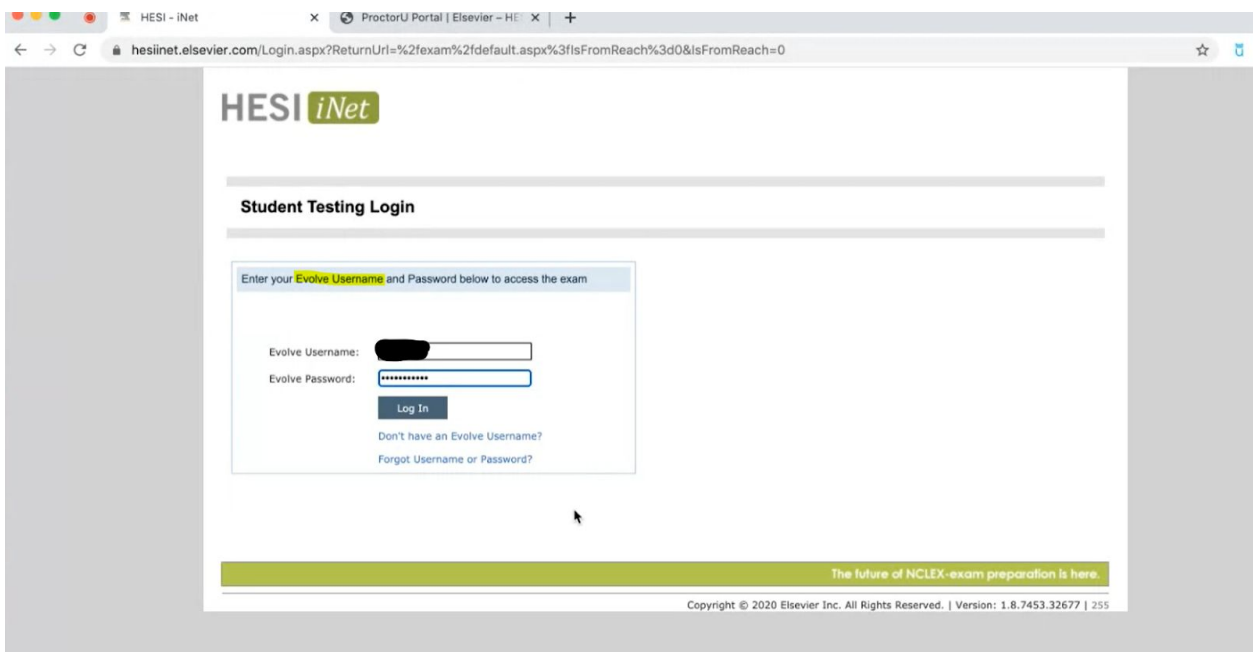




- After clicking, *Begin Exam*, the HESI iNet site will open.



- Log into HESI iNet using your **Evolve Username and Password**. Note: Your username is **NOT** your email address.



- If you do not know your Evolve credentials, you can retrieve this information by providing your first name, last name, and email address in the fields as shown below:

HESI **iNet**

Student Testing Login

Need help logging in? [Click here](#) to retrieve username and password from Evolve.

If you believe you have received this message in error [click here](#).

If you are still having trouble you can log in by providing your first name, last name and email address in the fields below.

First Name:

Last Name:

Email:

[Log In](#)

NOTE: If the first name, last name and email address you enter are not exactly what is entered in your Evolve account, there will be a delay in your results and personalized remediation content availability.

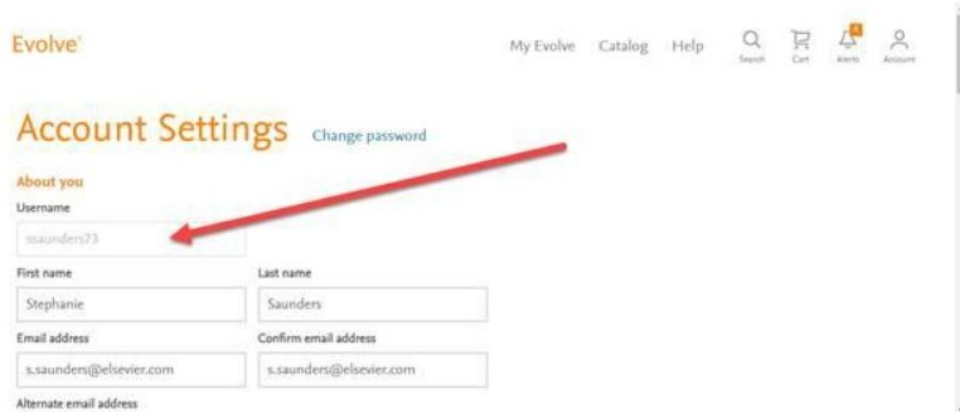
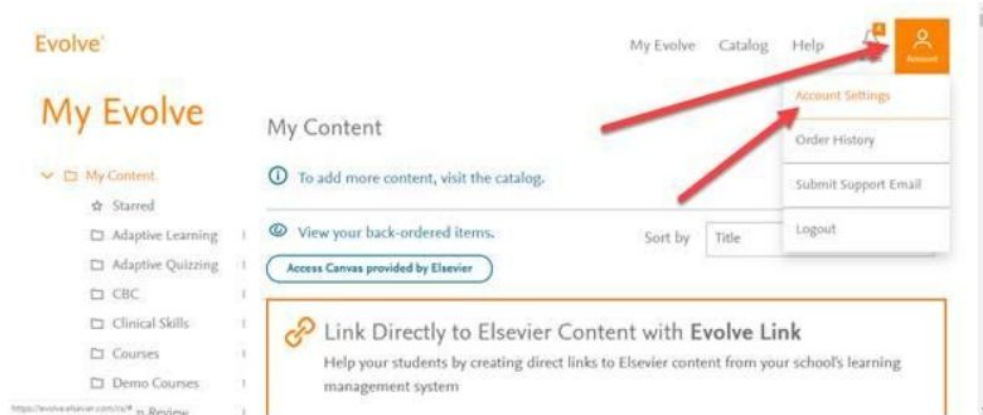
The email address you provide will be used to notify you when your personalized remediation content is available online.

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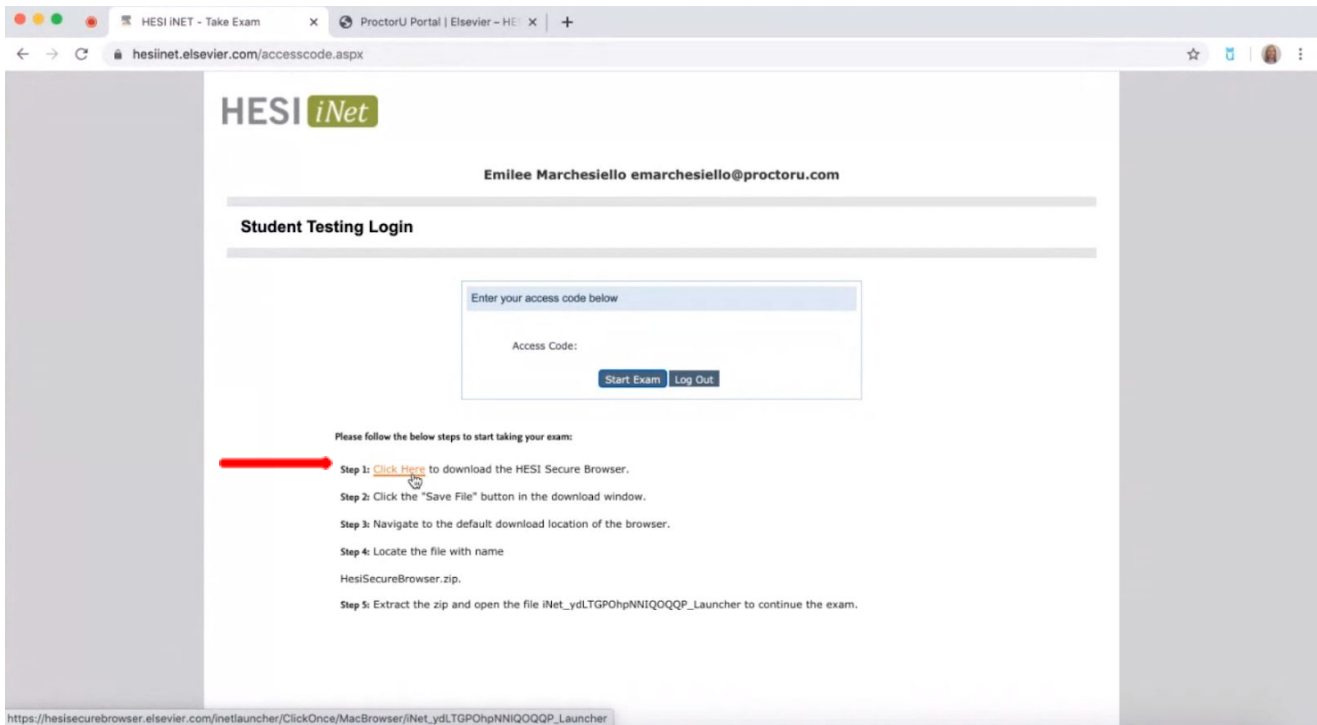
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- You can also retrieve your login credentials from Evolve

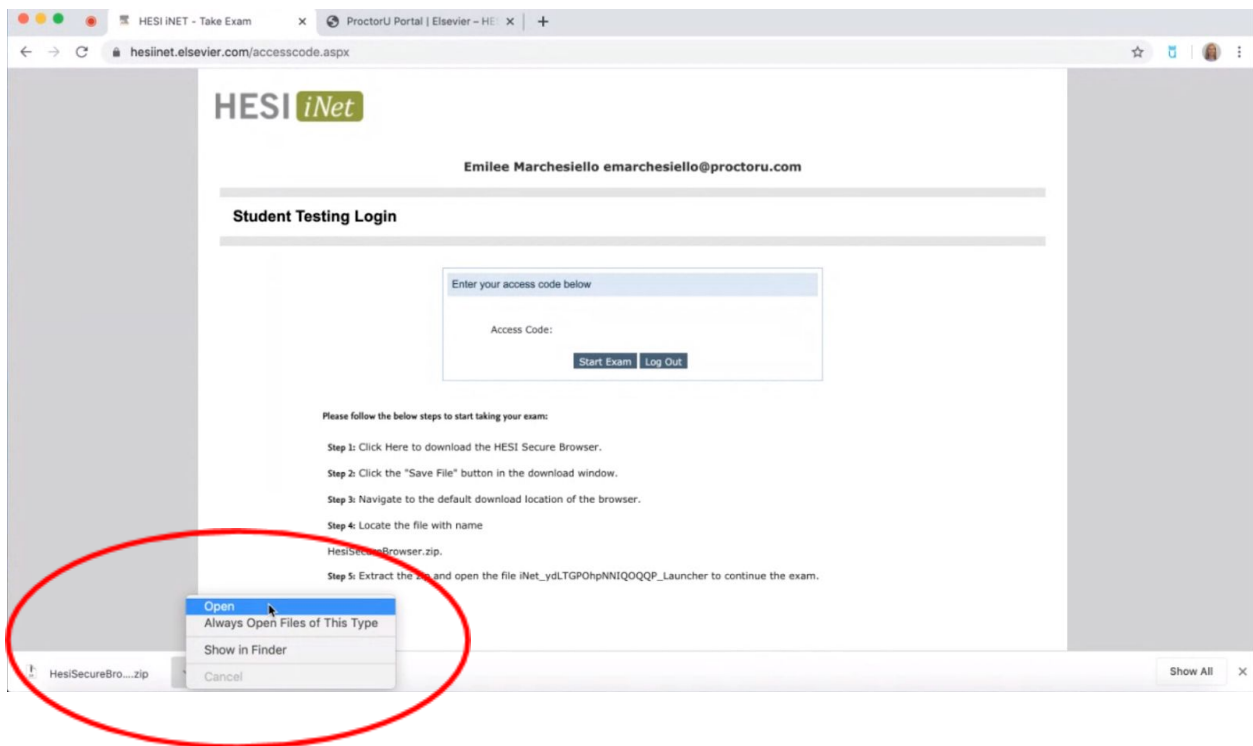
=



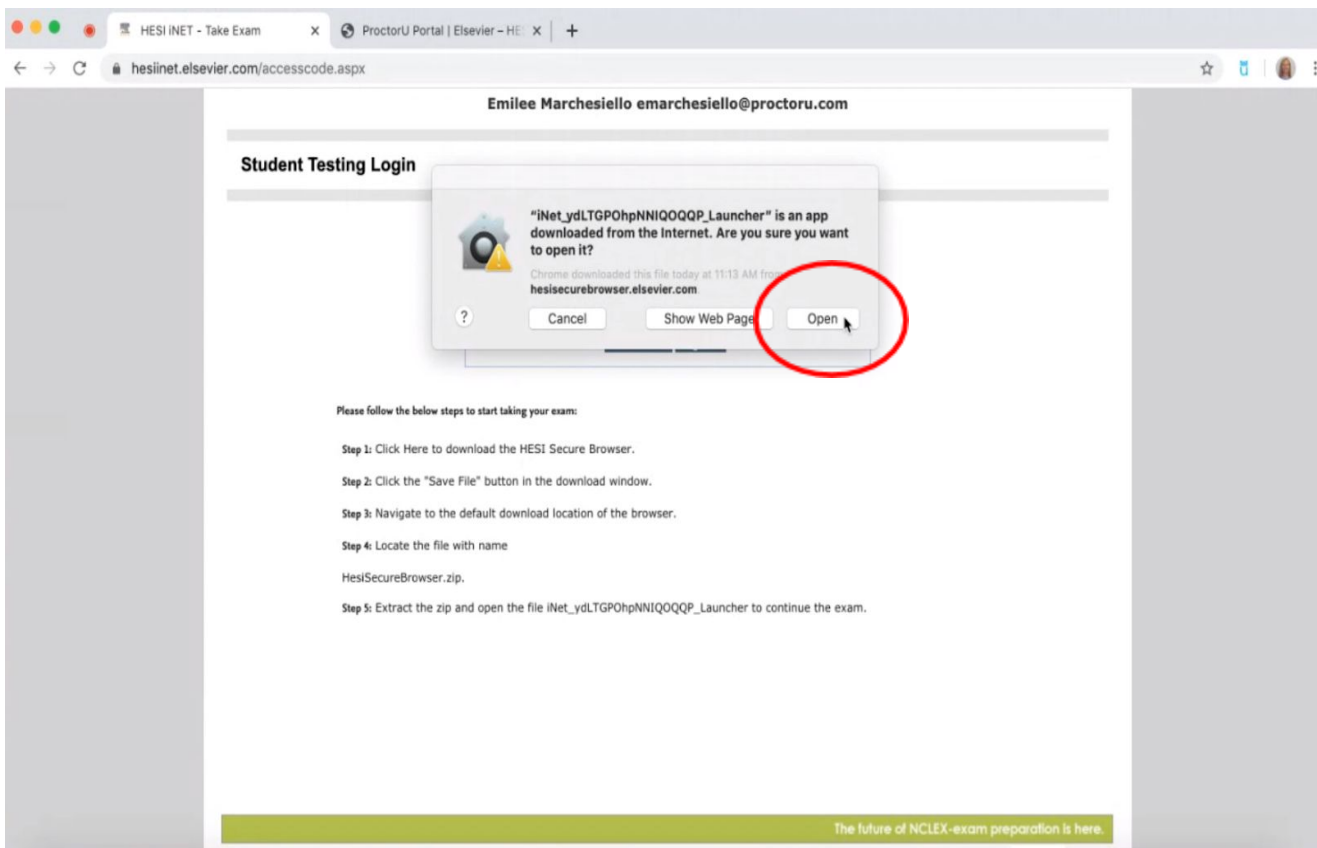
- Once logged into HESI iNet, click the *Click Here* button to download the HESI Secure Browser
 - Select the *Click Here* link as shown in the screenshot below.
 - **DO NOT** refresh, press the *back* button on your browser or log out



- Click the **Save** or **Open File** from the download window in your task bar.



- Open File



- **Click *Continue***

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- After reading the Disclosure Information and indicating your agreement by checking *I agree*, click the *Continue* button.

The screenshot shows the HESI iNet login interface. At the top, it says 'HESI iNet' and 'ELSEVIER MOCK UNIVERSITY-RN'. Below that is the email 'Emilee Marchesiello emarchesiello@proctoru.com'. The page is divided into two main sections: 'Process Overview' on the left and 'Disclosure Information' on the right. The 'Process Overview' section contains a list of 11 steps. The 'Disclosure Information' section contains a box with the title 'HESI iNet, Additional Terms and Conditions of Use - I Agree Page'. Inside this box, there is text about the terms and conditions, a 'Grant' section, and a 'Restrictions' section. Below the 'Disclosure Information' box is a red arrow pointing to a blue checkbox labeled 'I Agree'. To the right of the 'I Agree' checkbox is a red arrow pointing to a 'Continue >>' button. At the bottom left is an 'Exit' button. At the bottom right is a green bar with the text 'The future of NCLEX-exam preparation is here.' and a copyright notice: 'Copyright © 2020 Elsevier Inc. All Rights Reserved. | Version: 1.8.7453.32677 | 224'.

HESI iNet
ELSEVIER MOCK UNIVERSITY-RN

Emilee Marchesiello emarchesiello@proctoru.com

Process Overview

1. Read Disclosure Information section below.
2. Indicate your agreement by checking 'I agree.'
3. **Optionally** provide additional information about yourself.
4. Click the 'Start' button.
5. Select the exam you would like to take.
6. Read testing instructions.
7. Take the exam.
8. View your results.
9. View rationales, if available.
10. If you have more exams to take, repeat steps 5 - 8.
11. To protect your scores, log out when you are finished.

Disclosure Information

HESI iNet, Additional Terms and Conditions of Use - I Agree Page

These additional terms and conditions ("AT&Cs") apply to your access and participation in the HESI iNet ("Exam") and provided by Elsevier Inc. ("Elsevier") via the Evolve® website at <http://evolve.elsevier.com> ("Site") and supplement the Site's Terms and Conditions. **If you do not agree with these AT&Cs, please do not access or participate in the Exam.**

Grant. Elsevier grants you a non-transferable, non-exclusive, limited, revocable license to access and participate in the Exam in accordance with these AT&Cs. Elsevier

Restrictions. You may not print or download the Exam even if for your own personal, non-commercial, informational or scholarly use. Violation or intent to violate these AT&Cs or the security protocols established in connection with the administration of the Exam, as determined by Elsevier in its sole discretion, may result in your immediate disqualification from present and future participation in the Exam, cancellation of your Exam scores and forfeiture of all fees and costs associated with your participation. At

☒ I Agree

[Continue >>](#)

[Exit](#)

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- Click *Take Exam*

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Exam Name	Type	Status [Score]	Conversion Score	Reports
HESIiNET Sample Exam_D	Specialty	Not Started		Take Exam >>

[Exit](#)

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- Review the Instructions and press *Continue*

Emilee Marchesiello emarchesiello@proctoru.com

Specialty and Exit Exam

Welcome to the Specialty or Exit Exam. This exam is designed to assess your clinical knowledge.

The options A, B, C, or D, etc, are preceded by a circle. You may use one of three options to select your answer(s): click the mouse inside the circle, select the appropriate letter on the keyboard, or manipulate the up and down arrows to select your answer. Press the enter key once or click the "Submit and continue" button to confirm your answer and proceed

A calculator is located below the answers on the right. To activate, click the "Show Calculator" button to show the calculator. Click the numbers/symbols as needed to calculate. To hide it, click the "Hide Calculator" button.

If your administrator allows, you may stop the exam at any time by clicking the "Submit and Pause/Leave Exam" button.

You may take this exam **one** time **only**.

If the printing feature is enabled by your administrator, you may print your score report, **after** completing the test.

If rationale feature is enabled by your administrator, rationales for the items you missed will appear on the screen after the last question, **prior** to exiting the exam.

[Continue >>](#)[Cancel](#)[Exit](#)

The future of NCLEX exam preparation is here.

- After answering each question, select **Submit and Continue**

HESI *iNet*
ELSEVIER MOCK UNIVERSITY-RN

Emilee, Marchesiello, emarchesiello@proctoru.com

1 of 10

What is the sum of 2 + 2? (Enter the numerical value only.)

Submit and Continue

Submit and Pause/Leave Exam

Fill-In Choice Single Answer

This is a fill in the blank question. Please type your answer in the box provided.

Show Calculator

Exit

99723

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- After completing and submitting all questions, a summary screen will generate.
- Be sure to Exit the HESI iNet system once completed

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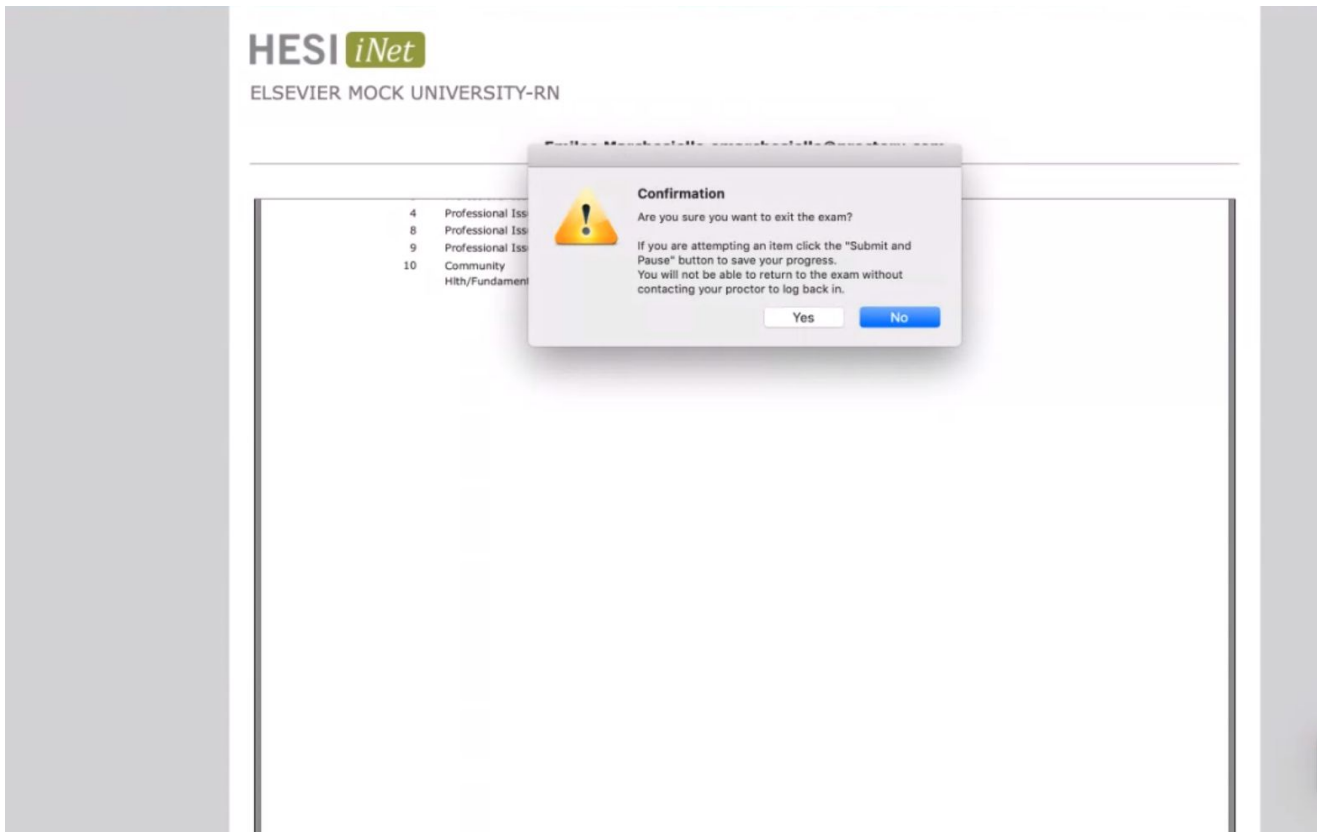
Emilee Marchesiello emarchesiello@proctoru.com

Exam Name	Type	Status [Score]	Conversion Score	Reports
HESIiNET Sample Exam_D	Specialty	Completed [847]	63.69%	Preparing Report  

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- After pressing *Exit*, a pop-up will display confirming you want to exit the exam.



- After exiting the exam, be sure to close the HESI – iNet tab AND your browser.

