

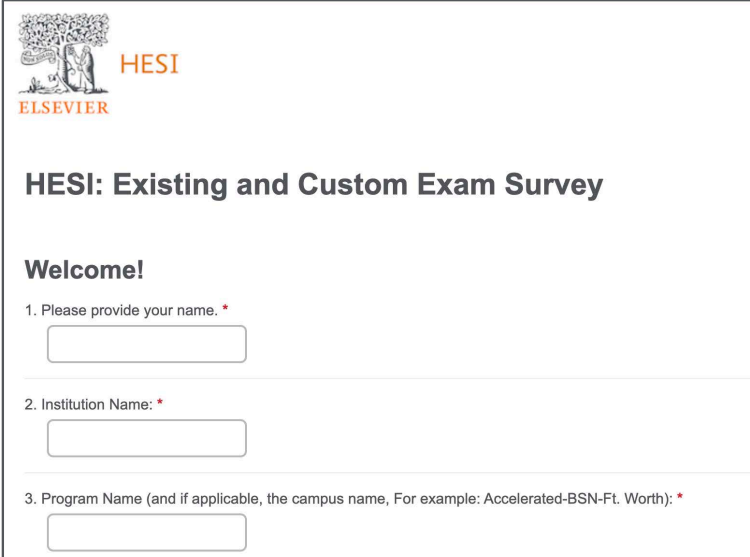
HESI NG Custom Exams - Ordering

1. Before getting started with your exam request, please make sure you have the following information available.
 - a. Program Name
 - b. Exam Name
 - c. New or Existing Exam?
 - d. Number of Items
 - e. Names of Faculty Reviewers
 - f. Names of Faculty Approvers
 - g. Date of the Exam
 - h. Topical Outline for your course
 - i. Quote Number Associated with the Custom Order
2. To get started with the ordering process, you can either:

1) use **this form**

2) log into your Faculty account at [Evolve.Elsevier.com](https://www.elsevier.com/evolve) and follow the steps below:

1



HESI: Existing and Custom Exam Survey

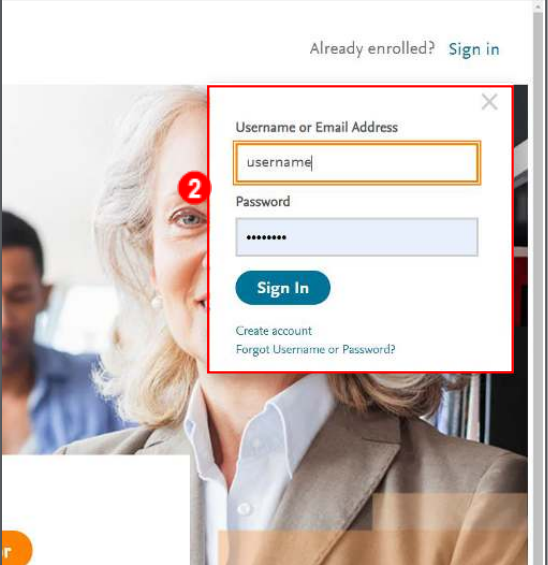
Welcome!

1. Please provide your name. *

2. Institution Name: *

3. Program Name (and if applicable, the campus name, For example: Accelerated-BSN-Ft. Worth): *

2



Already enrolled? [Sign in](#)

Username or Email Address

Password

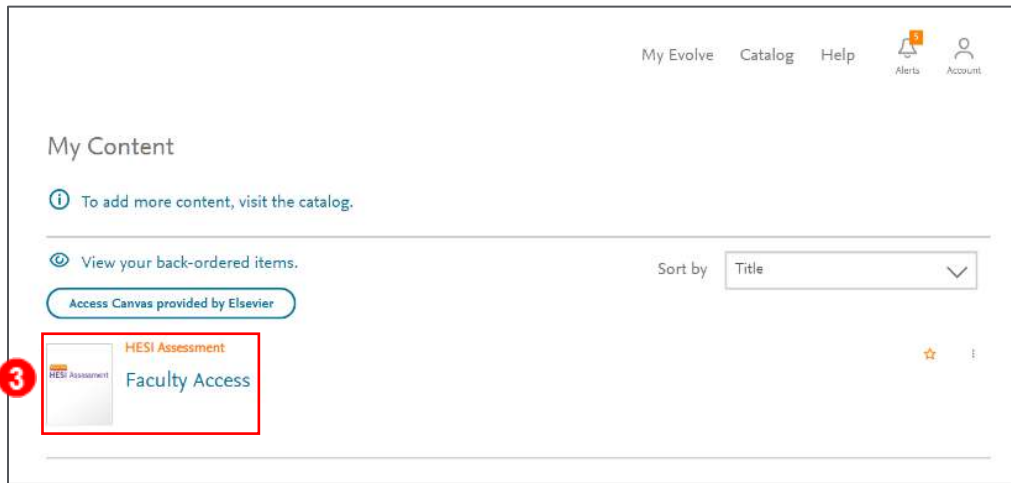
[Sign In](#)

[Create account](#)

[Forgot Username or Password?](#)

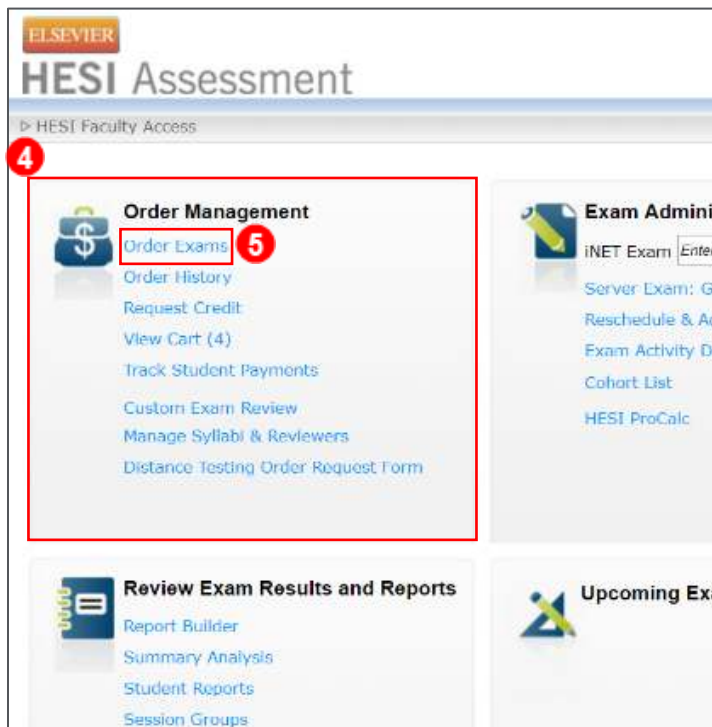


3. Click to access your HESI Assessment **Faculty Access**.



4. You are going through the ordering process to upload the Topic Outline for an exam that has already been ordered through Client Services. In your Faculty Access, locate the Order Management section.

5. Click the **Order Exams** link.



6. Read the information on the Order Process page.

7. Select **Continue to Order Exams**.

6 Order Process - Effective June 27, 2014

ORDER FULFILLMENT

Timely Delivery
To ensure timely delivery of exams, we recommend that all exam orders be placed a minimum of two weeks prior to the exam administration date. Any order received after 3:00 p.m. Central Standard Time (CST) will be processed the next business day.

Rush Fee
Exam orders received with less than three business days notice prior to the exam administration date will incur an additional \$100 rush fee. We cannot guarantee delivery of the exam with less than two business days notice prior to the exam administration date.

CREDIT FOR UNUSED EXAMS (A-to-carte Orders ONLY)

A credit for unused exams in an a-to-carte order may be requested electronically up to 90 days from the invoice date. Credits will be considered after the exam session is closed and results uploaded and successfully processed. The credit is automatically applied to the original invoice unless the original invoice has been paid in full.

New Custom Exams
We request a minimum timeframe of 8 weeks prior to the exam administration date to prepare your custom exam. You must upload a Course Syllabus and select Faculty Reviewer(s)/Approver during the online checkout.

Existing Custom Exams
If editing an existing custom the Faculty Approver must upload a current course syllabus in the Manage Syllabi & Reviewers section of Faculty Access at least 8 weeks prior to the exam administration date and prior to placing the order.
Existing custom exams may be revised up to 20% on the exam's anniversary date at no additional charge. An order for a new custom exam is required if edits are needed prior to the exam's anniversary date or the exam will be edited more than 20%. A custom design fee will apply.

Faculty Review
When faculty feedback is received less than one week prior to the exam administration date, then a rush fee of \$100 will be assessed. When feedback is not promptly submitted we cannot guarantee delivery of a new custom exam. In such cases, exam finalization may occur without faculty feedback.

7 Continue to Order Exams

8. Select the **New Custom Exams** tab.

1. Add products by entering the quantity and clicking the 'Add to Cart' button.

Product Filter: Use the filter option below to quickly find the products you want to add to your order.

Customer Group: Program Type:

Exam **New Custom Exam** **8**

Nursing Education : Admission

Practical Nurse (PN)

Product	Price	Quantity
PN Admission Assessment with Critical Thinking (A2) - 1st Time Tester	\$49.00	<input type="text"/>
PN Admission Assessment with Critical Thinking (A2) - 2nd Time Tester	\$49.00	<input type="text"/>
PN Admission Assessment (A2) - 1st Time Tester	\$42.00	<input type="text"/>
PN Admission Assessment (A2) - 2nd Time Tester	\$42.00	<input type="text"/>

Registered Nurse (RN)



- 9. Locate the exam you would like to give.
- 10. Enter 1 in the quantity box next to the exam.
- 11. Click **Add to Cart**.

Exam	New Custom Exam	
Product	Price	Quantity
RN Custom 50-Item - 1st Time Tester + Design Fee \$220	\$35.00	<input type="text" value="1"/>
RN Custom 50-Item - 2nd Time Tester + Design Fee \$220	\$35.00	<input type="text"/>
RN Custom 75-Item - 1st Time Tester + Design Fee \$323	\$54.00	<input type="text"/>
RN Custom 75-Item - 2nd Time Tester + Design Fee \$323	\$54.00	<input type="text"/>
RN Custom 100-Item - 1st Time Tester + Design Fee \$417	\$62.00	<input type="text"/>

- 12. The exam will appear in the shopping cart. Once all exams you would like to order have been added, click **Continue**.

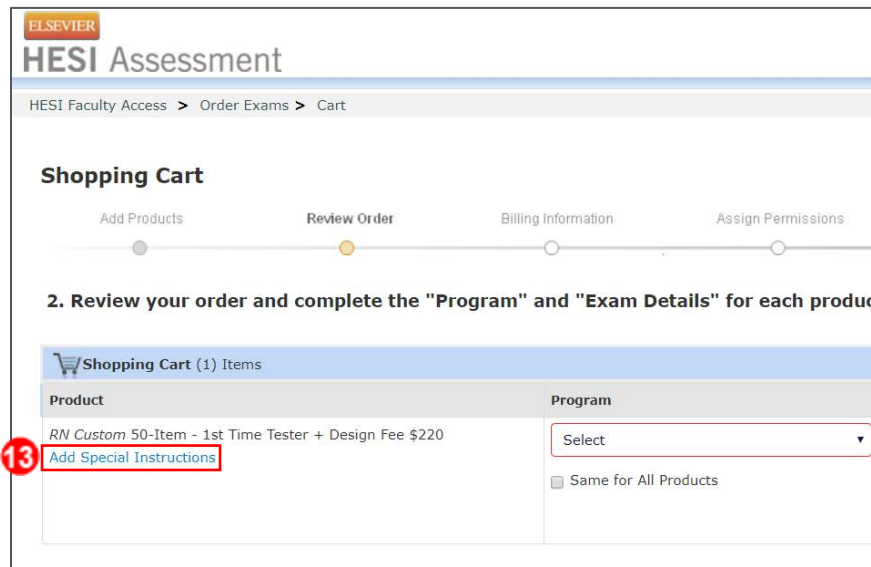
Payment Details

Shopping Cart (1) Item(s)

Product(s)	Qty
RN Custom 50-Item - 1st Time Tester + Design Fee \$220	1

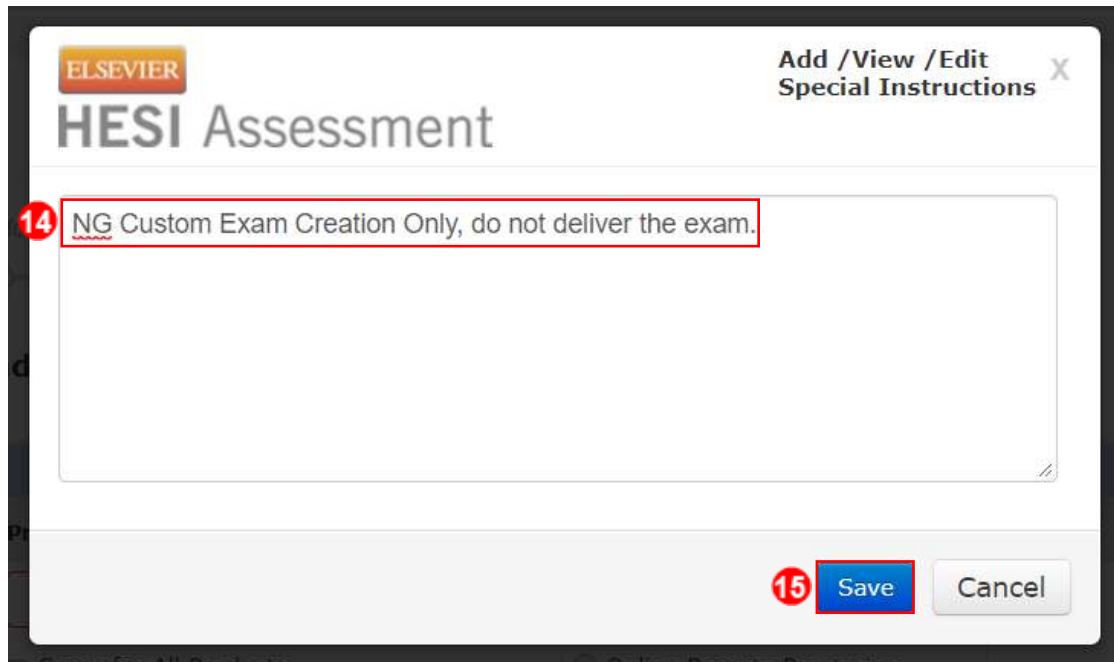
Continue

13. Click **Add Special Instructions** under your exam.



14. Type in **NG Custom Exam Creation Only. Do not deliver the exam.**

15. Then, click **Save**.



16. Select your program name and your start date.

17. Once everything on the page is correct, click **Proceed to Checkout**.

Program	Exam Details	Price	Quantity	SubTotal
16 HESI UNIVERSITY-TESTING	<input checked="" type="radio"/> iNet (web based) <input type="radio"/> Server (download) <input type="radio"/> Online Remote Proctoring Exam Date: 12/13/2019 16	\$35.00	1 Update Remove	\$35.00

Same for All Products

Tax:	\$0.00
Rush Fee (Waived):	\$0.00
Order Total:	\$35.00

Add More Products **17** **Proceed to Checkout**

18. Select your Faculty Reviewers. These are the faculty that will be able to review the custom exam.

19. Select your Faculty Approver. These are the faculty that will be able to approve the custom exam after the Faculty Reviewers have reviewed the exam.

Product Name RN Custom 50-Item - 1st Time Tester + Design Fee \$220
Program HESI UNIVERSITY-TESTING

Only the Faculty who have appropriate permission will be shown in the lists below. Contact the Primary

18 *1. Select a Faculty Approver
Select

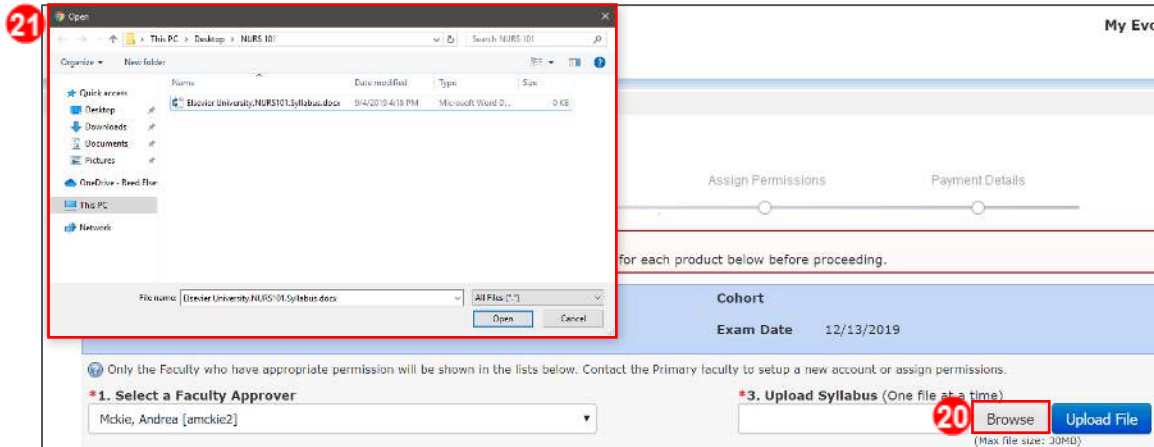
19 2. Select Faculty Reviewer(s)
If none are selected only the Approver can review this exam

- Admin, Michael [mbruner13]
- Administrator, Evolve [swillis3]
- Bach, Michael [mbach4]
- Bryant, Jeff [jeffbryant]
- Foster, Tarana [tfoster57]
- Hood, Jeremiah [jhood144]
- Irving, Prie [pryals7]
- Kirner, Nathan [jkirner2]
- Mckie, Andrea [amckie2]
- Name, Instructor [pbuettner]
- Rossi, Laura [lrossi29]
- Training, Instructor [itraining]

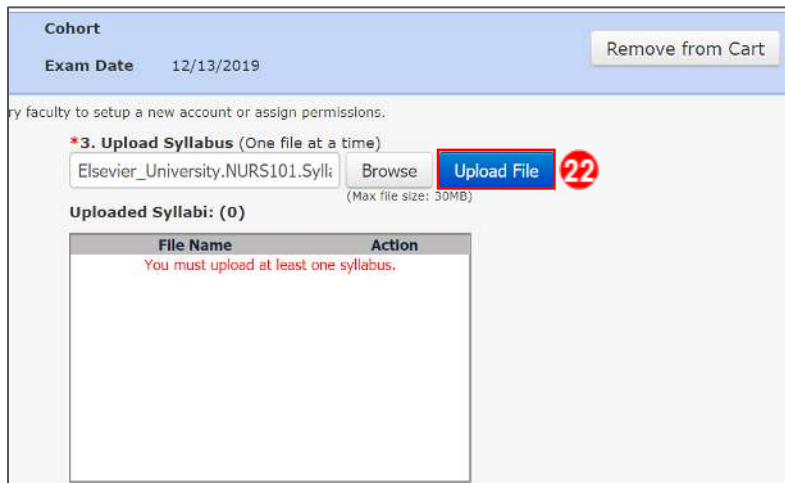


20. Click **Browse** to select your Topic Outline.

21. Navigate to your Topic Outline file and select it.

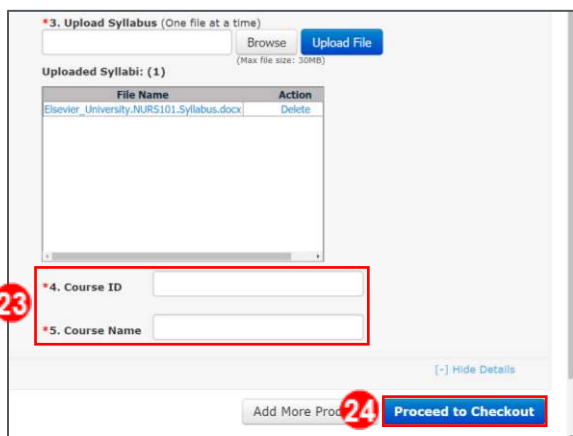


22. Click **Upload File**.



23. Enter the Course ID and Course Name.

24. Click **Proceed to Checkout**.



25. Please fill out all information on the billing screen (and shipping, if different). Once completed, click **Continue**.

Checkout

Add Products Review Order **Billing Information** Assign Permissions Payment Details

3. Enter the "Bill To" and "Ship To" information then click the "Continue" button.

Select Program for Billing Information

Please select the program you want this order billed to.

Program: HESI UNIVERSITY-TESTING

25 **Bill To:**

*Address 1: 11011 Richmond Avenue

Address 2: [Empty]

Country: United States

*Zip Code: 77042

*City: HOUSTON

*State: Texas

*Phone #: 800-950-2728

*Email: p.buettner@elsevier.com

Ship To: Same as Bill To

*Address 1: 11011 Richmond Avenue

Address 2: [Empty]

Country: United States

*Zip Code: 77042

*City: HOUSTON

*State: Texas

*Phone #: 800-950-2728

*Email: p.buettner@elsevier.com

25 **Continue**

Shopping Cart (1) Item(s)

Product(s)	Qty
RW Custom 50-Item - 1st Time Tester + Design Fee \$220	1

Tax: \$0.00
Rush Fee: \$0.00
Order Total: \$35.00

Edit Cart

26. Select the faculty members you would like to grant access to as an access code recipient, making sure to include yourself. Then, click **Continue**.

4. Assign access permissions by selecting from the available users.

26

Faculty Name	Program(s)
<input type="checkbox"/> Admin, Michael	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Administrator, Evolve	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Bach, Michael	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Bliss, Miss	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Bryant, Jeff	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Chadwick, Ryan	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Foster, Tarana	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Hood, Jeremiah	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Irving, Prie	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Kirner, Nathan	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Kotter, Gabe	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Krabappel, Edna	HESI UNIVERSITY-TESTING
<input checked="" type="checkbox"/> Mckie, Andrea	HESI UNIVERSITY-TESTING
<input checked="" type="checkbox"/> Name, Instructor	HESI UNIVERSITY-TESTING
<input checked="" type="checkbox"/> Rossi, Laura	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Salitza, Eric	HESI UNIVERSITY-TESTING
<input type="checkbox"/> Training, Instructor	HESI UNIVERSITY-TESTING

26 **Continue**

Shopping Cart (1) Item(s)

Product(s)	Qty
RW Custom 50-Item - 1st Time Tester + Design Fee \$220	1

Tax: \$0.00
Rush Fee: \$0.00
Order Total: \$35.00

Edit Cart

27. Select **Purchase Order** and enter the quote number associated with your custom order into the box.

28. Click **Submit Order**.

29. Your payment confirmation receipt will display with the Order Number listed.

Order Confirmation Receipt

Your order has been confirmed and successfully submitted on 09/04/2019.

Order ID: 185461 (marked with a red circle 29)

Ordered By:	Bill To:	Ship To:
Evolve ID: pbuettner Full Name: Instructor Name School Name: ELSEVIER TRAINING This was a PURCHASE ORDER with PO Number 12345	Address 1: 11011 Richmond Avenue Address 2: Country: United States Zip Code: 77042 City: HOUSTON State: TX Phone #: 800-950-2728 Email: p.buettner@elsevier.com	Address 1: 11011 Richmond Avenue Address 2: Country: United States Zip Code: 77042 City: HOUSTON State: TX Phone #: 800-950-2728 Email: p.buettner@elsevier.com

Product	Program	Exam Details	Price	Quantity	SubTotal
RN Custom 50-Item - 1st Time Tester + Design Fee \$220	HESI UNIVERSITY-TESTING	Delivery Type: iNet Exam Date: 12/13/2019	\$35.00	1	\$35.00

Tax:	\$0.00
Rush Fee:	\$0.00
Order Total:	\$35.00

End of Guide

