

HESI®: Instructor Guide for HESI Classic (iNet) Exam Setup with ProctorU Remote Proctoring

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Exam Setup in your HESI Classic (iNet) Course for ProctorU Remote Proctoring

NOTE: Use your school ProctorU account so that you can see your students' scores.

***** Best Practice: Elsevier and ProctorU recommend that you enter an exam into HESI Assessment and ProctorU at least two weeks prior to the start of the exam window. ***** This gives test-takers enough time to schedule their exam appointment and helps ensure Elsevier and ProctorU can plan capacity needs appropriately.

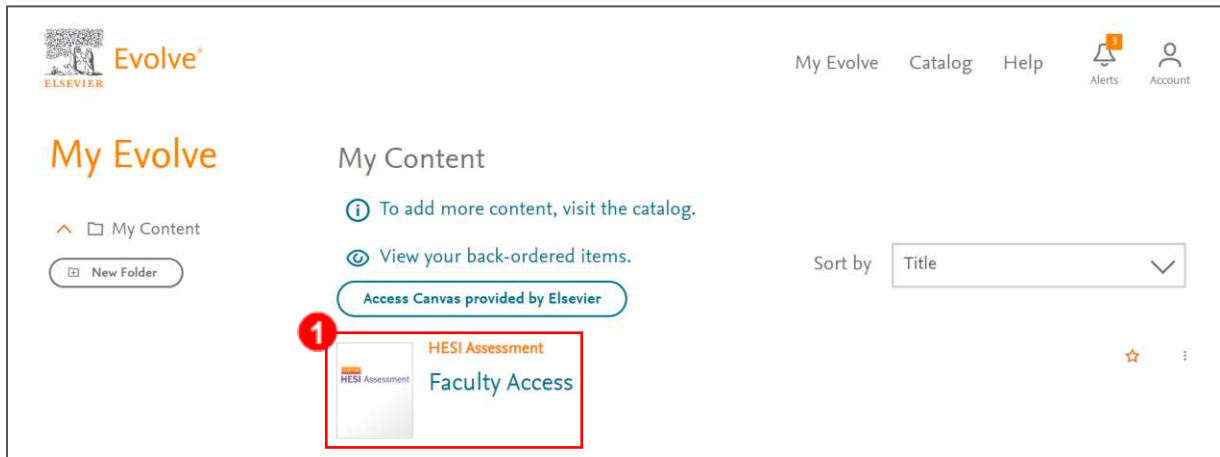
***** NOTE: HESI Classic (iNet) exams will need to be specified as remote-proctored when ordered. If this has not been done, please contact Evolve Support (+1 800 222 9570) to have your existing exam converted to remote-proctored. *****

To set up an exam for remote proctoring, your institution will need an existing account with ProctorU. You will create a new exam group in your HESI Assessment course and provide the access code to ProctorU.

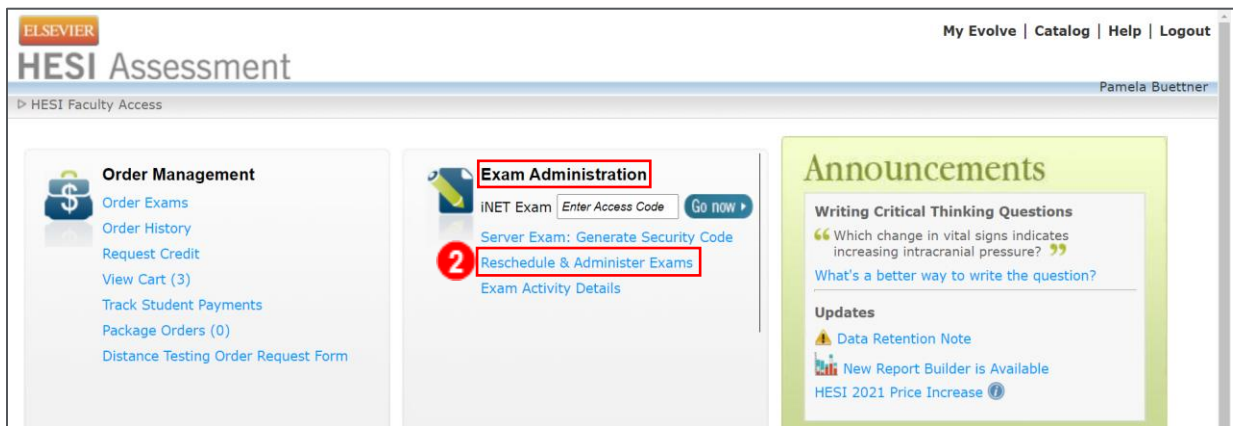
NOTE: Students will not register for the exam in HESI Assessment; they will register directly on the ProctorU site once the exam is set up there.



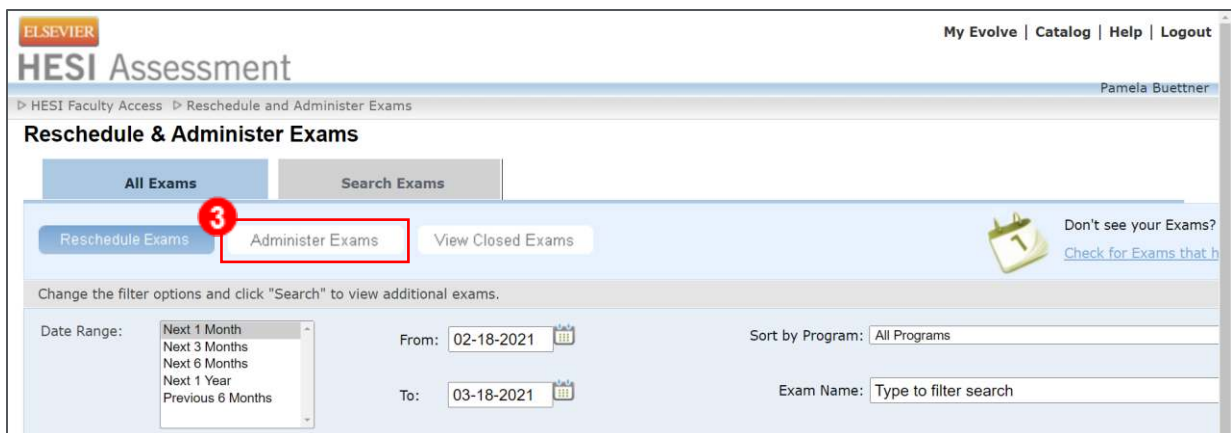
1. Log into your Evolve account and click your **HESI Assessment Faculty Access** area on your **My Evolve** page.



2. Under **Exam Administration**, click **Reschedule & Administer Exams** in the center of the screen.



3. Click **Administer Exams** on the left.



- Your available exams will be listed. Click **View Access Code** next to the exam you would like to set up.

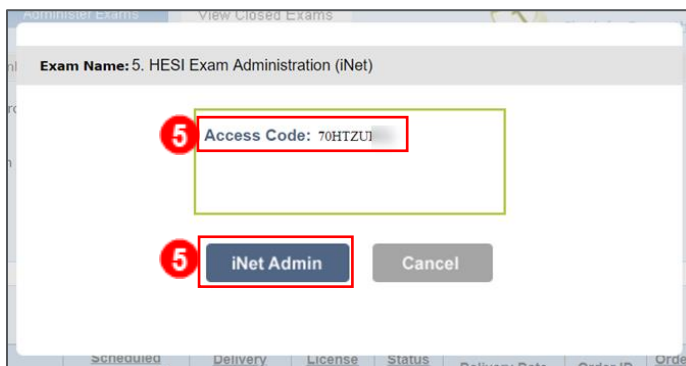
NOTE: The status should already say **Enabled**.

Displaying: (10) Exams Print									
Exam Name	Scheduled Exam Date	Delivery Type	License Count	Status	Delivery Date	Order ID	Order Type	Program Name	Auto Close Date
5. HESI Exam Administration (iNet)	02-26-2020 Reschedule	iNet	3	Enabled View Access Code	2/12/2020	190993	A La Carte	HESI UNIVERSITY-TESTING	
16. HESI Exam Administration (iNet)	02-26-2020 Reschedule	iNet	3	Not Enabled View Access Code	2/12/2020	190993	A La Carte	HESI UNIVERSITY-TESTING	

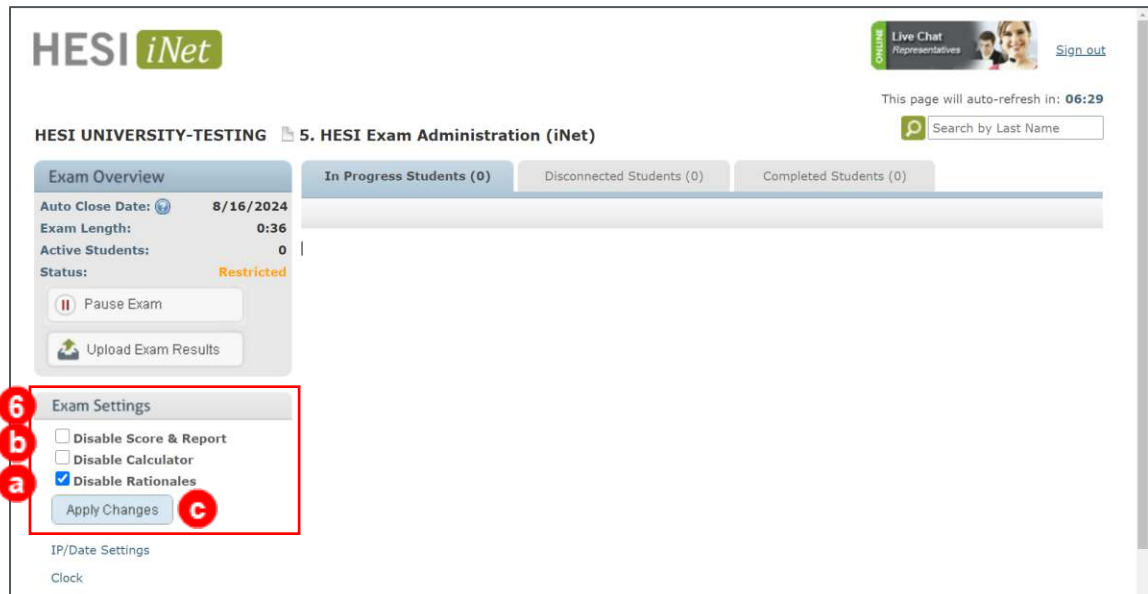
- Your **Access Code** will be displayed.

***** NOTE: Write this code down; you will enter it in the Exam Password field of the Exam Entry form when setting up ProctorU. *****

Click **iNet Admin** to open the exam's **Administration** screen in a new tab.



6. On the left side of the **Administration** page in the **Exam Settings**:
 - a. **Check to disable**, or
 - b. **Uncheck to enable** any settings.
 - c. Click **Apply Changes**.



NOTE: You will not need to set any other settings on the Exam. The remaining functionality will be handled on the ProctorU side.

Entering Your HESI Classic (iNet) Exam into Your ProctorU Account

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ProctorU also has an **HESI Exam Instructor Resource Center** (www.proctoru.com/in/elsevier-hesi-instructors) with helpful guides you can check out including exam day expectations, and understanding post-exam reports.

***** Best Practice: Elsevier and ProctorU recommend that you enter an exam into HESI Assessment and ProctorU at least two weeks prior to the start of the exam**

window. *** This gives test-takers enough time to schedule their exam appointment and helps ensure Elsevier and ProctorU can plan capacity needs appropriately.

The exam must first be set up in your HESI Assessment course. This will provide the access code/password that you will need to enter when scheduling the exam in ProctorU.

When you log into your ProctorU account, you may take advantage of their step-by-step guide for an exam by clicking the **Exam Entry Guide** button, or you may follow the instructions below:

1. Log in to your ProctorU account.
2. In the top right of the home page, click **Add New**.
3. Select **Exam**. This will navigate you to another page where you can enter the exam details.
4. Complete the **Exam Entry** form. If you need help understanding what a field is referring to while entering an exam, hover over the black information bubbles on the page or click the blue question mark circle next to **New Exam** at the top of the page for step-by-step guidance.

Fill in the following details to complete the form:

- **Exam Title** – The name displayed for the exam, including the course number if applicable.
- **Department** – The department associated with the course.
- **Incident Users** – Additional ProctorU account holders who need to receive notifications for incidents related to the exam.
- **Instructors** – Additional instructors who need to be associated with the exam.
- **Term** – The active term that needs to be associated with the exam.
- **Duration** – The amount of time a test-taker has to complete the exam (given in minutes).
- **Exam URL** – The web address where the exam is hosted. Enter <http://hesiinet.elsevier.com> .
- **Exam Password** – The password that unlocks the exam within you LMS or Exam Delivery Platform. Please note no test-takers will ever see this password.

NOTE: This is the Access Code from HESI Assessment.



- **Terms of Service** – This is an optional field that allows you to enter exam-specific terms and conditions that a test-taker must agree to prior to beginning the exam.
- **Permitted Resources** – A list of checkboxes for resources you would like to allow your test-takers to use.
- **Permitted Browsers** – A list of checkboxes for Internet browsers your test-takers are allowed to use.
- **Other Allowed Resources** – An open field where you may expand details about a selected permitted resource, or you may enter additional permitted resources that are not included in the set provided.
- **Expected Number of Test-Takers** – An estimate of the number of test-takers you expect to fulfill a reservation with ProctorU.
- **Additional Exam Notes & Accommodations** – Additional notes or instructions that only the proctor will see. This is where any special test-taker accommodations must be listed.
- **Scheduling Notifications** – Additional email addresses that need to receive notifications when an exam is scheduled by a test-taker.
- **Contact Information for Exam Issues** – Contact details for the person who needs to be reached in the event a test-taker experiences an issue that cannot be resolved by the test-taker or the proctoring staff. This person needs to be available the duration of the exam window.
- **Exam Windows** – The blocks of time when an exam should be available for test-takers to schedule a session with ProctorU.

NOTE: this is slightly different from the exam window entered into your LMS (Evolve).

- **First Appointment** – The first time test-takers can schedule to begin an exam session.
- **Last Appointment** – The last available appointment to begin an exam session with ProctorU. This is not the time your test-taker will submit their exam. We recommend providing 90 minutes of additional time after the last available scheduling time and exam closure in the event a test-taker has technical issues.

5. Once you have finished filling out the form, select **Submit for review**.



6. A notification will be sent to ProctorU's support team letting them know you have a pending exam for review. They will determine whether all information meets standards of best practice and activate the exam.

END OF GUIDE

