

Subject: How to Register for and Schedule Your HESI Exams (with ProctorU)

Please follow the steps below as soon as possible. If **after** you follow the steps below you still have questions or do not have access to the technology needed, contact me at louise.hughes@uaccb.edu immediately.

Cost: \$49.00 Make payment for the HESI at least two days in advance by either calling the cashier window at 870-612-2005 or in person at UACCB in the Main Classroom Building.

If paying by phone, the college can take cards or accept check information if needed. If paying in person, the cashier window is open Monday – Friday 8:00 – 4:30.

UACCB has been working with Elsevier to get your HESI exam set up with online proctoring through ProctorU. This [new website](https://www.proctoru.com/portal/elsevier-hesi) (<https://www.proctoru.com/portal/elsevier-hesi>) will walk you through how to set up an account, schedule your exam, and access support if needed.

IMPORTANT: *It is imperative that you **READ** and **FOLLOW DIRECTIONS** throughout this process to ensure your ability to test within the allotted dates/times we have reserved.*

STUDENTS WHO HAVE USED PROCTOR U PREVIOUSLY: If you have ever used ProctorU before, you **CANNOT** use your standard institution account. The process is different for HESI exams, so [visit this site](#) from above and follow the steps outlined there as soon as possible. When you get to the point of scheduling your exam, please look for your exam name:

For those applying to the **PN** program, the exam is:

PN2021 HESI PN Admissions Assessment w/Critical Thinking (A2)

For those applying to the **RN** program, the exam is:

RN2021 HESI RN Admissions Assessment w/Critical Thinking (A2)

STUDENTS WHO HAVE NOT USED PROCTOR U PREVIOUSLY:

Please go to the website <https://www.proctoru.com/portal/elsevier-hesi> (from above) and follow the below steps and instructions to get started with ProctorU,

STEP 1:

- **Create a ProctorU username and password** at in order to register for, and take your exam
 - For your **Institution**, please select *****Elsevier – HESI*****
 - If you already have a ProctorU account, you will need to sign in and then “add enrollment” from your profile > account settings and select *****Elsevier – HESI**** for the Institution. Then update account.

STEP 2:

- **For all exams:** Register for your exam(s) at least 72 hours prior to your test date. Please register directly on the ProctorU website, no need to do so in your HESI account.

- When registering your **TERM** will be the name of your Institution
- **Test your equipment and connection** [here](https://go.proctoru.com/students/system-metrics/new) <https://go.proctoru.com/students/system-metrics/new>

ALL STUDENTS: IMPORTANT NOTES FOR TESTING:

- You will need to have your Evolve username and password in order to test (you will be prompted for this after starting your exam session). Your username is **not** your email.
- You'll need a computer, a webcam, and a microphone to take this exam. You will also need to be in a well-lit, private and quiet area that is free from interruption.
- You will be connected to a live proctor for this exam. Your face and your screen will also be recorded through the duration of the exam.
- You will be asked to show your entire testing space during the startup process.
- The startup process will take between 10-15 minutes and does not deduct against your actual exam time.
- It is important that you have enough bandwidth available during the exam. Be aware that other people on your network streaming videos or using excessive bandwidth can impact your testing experience.
- Please be sure to review the Exam Day Checklist and run the appropriate HESI Compatibility Check prior to your test date.
- You are allowed paper and pencils during the exam.

Please let me know if you have any questions or concerns. Good luck on your exams!