## **HESI A2 REGISTRATION TUTORIAL**

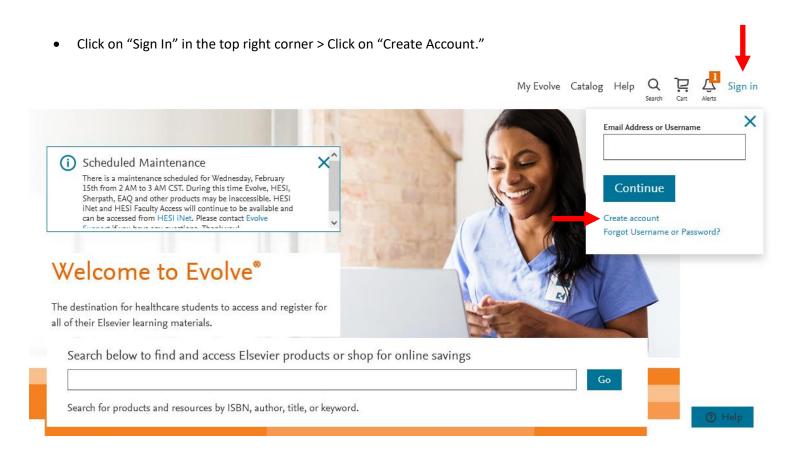
# Step 1: Visit the Elsevier Evolve website at <u>https://evolve.elsevier.com</u> and create a student account.

• Click on "I'm a Student."

Evolve

Already enrolled? Sign in

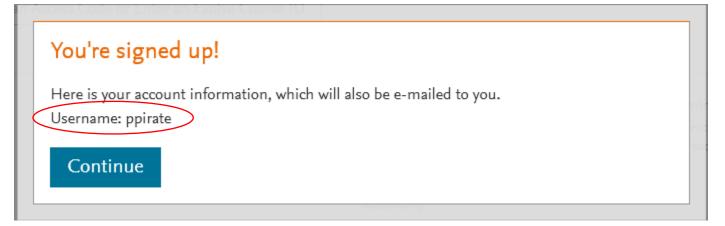




 Choose "Student" at the top > Enter your name, ECU student email address, phone number, create a password, and prove you're not a robot > Click "Submit"

	Create an Accou	unt
	New to Evolve? Create an account to jo All fields are required.	in.
$\rightarrow$	• Student	Faculty
	Email address	
	piratep23@students.ecu.edu	
	First name	
	Pee Dee	
	Last name	
	Pirate	
	Password	Confirm password
	•••••	•••••
	Phone	
	== +1 · 252-744-6477	
	Stay connected! Be the first to know a exclusive offers.	bout new publications, products, and
	Yes, I wish to receive special off	ers and promotions from Elsevier Inc.
	about relevant products or servi	ces.
	Privacy Policy	
	V I'm not a robot	
$\rightarrow$	Submit Cancel	

• You will receive a confirmation message that includes your Evolve Username. This will also be emailed to you. Please keep this information for reference. Click "Continue."



#### Step 2: Register for "HESI Student Access."

• Click on "Catalog" in the top right corner.



# My Evolve

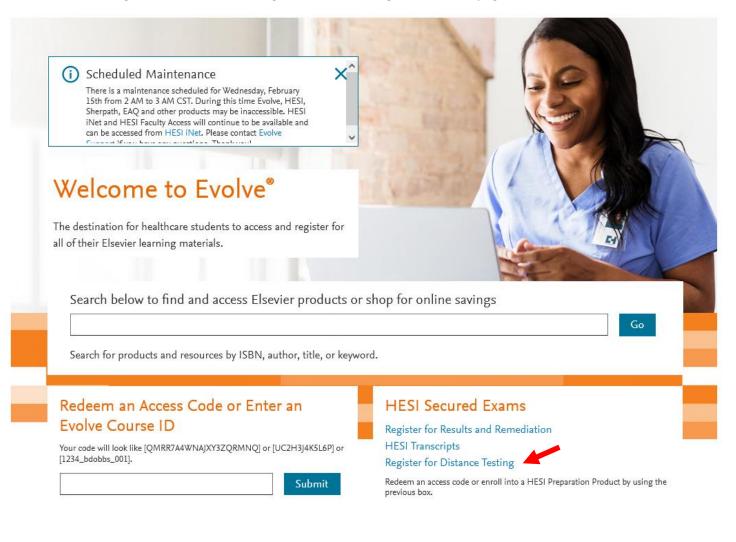
Welcome to My Evolve. Here you can add, access, and organize your Evolve content.

You do not currently have any content.

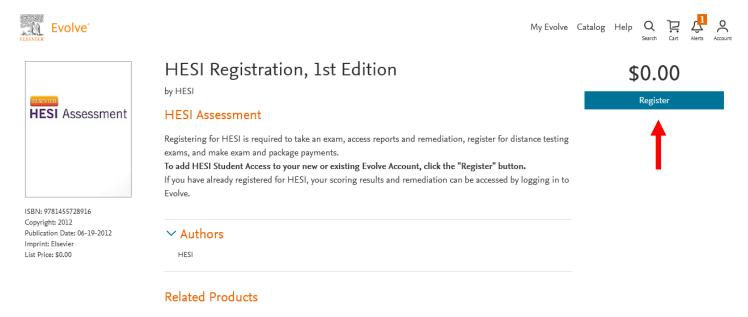
- C Refresh your My Content list
- (i) Learn more about Evolve.

Redeem an Access Code or Enter an Evolve Course ID

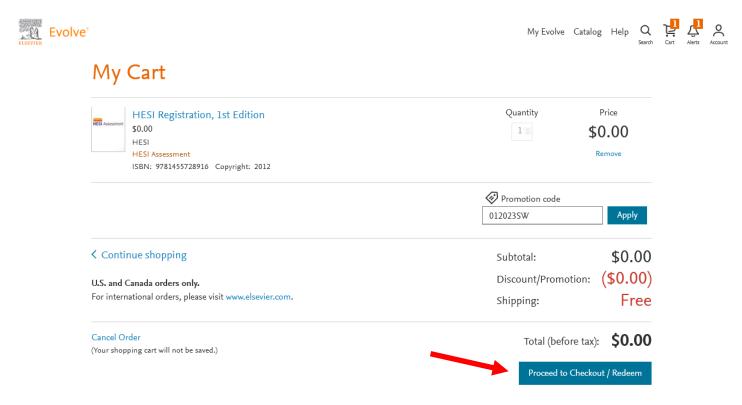
• Click on "Register for Distance Testing" on the bottom right of the next page.



• Click on "Register" to add "HESI Student Access" to your cart. (You do not pay for the HESI at this time which is why it says \$0.00).



• Click on "Proceed to Checkout / Redeem."



- You may be prompted to "Update your Account."
- If so, provide your information under the "Tell us about you" section and click "Continue"

# Update your Account

### Tell us about you

Email address	Confirm email address
piratep23@students.ecu.edu	piratep23@students.ecu.edu
First name	Last name
Pee Dee	Pirate
Phone	Alternate email address (optional)
== +1 · 252-744-6477	

#### Tell us about your institution

Institution country		Institution state	
United States of America	$\sim$	North Carolina	$\sim$
Institution name			
East Carolina University (Greenville)			
Program type		Year of graduation	
Nursing-BSN	$\sim$	2025	$\sim$
Student ID (optional)			

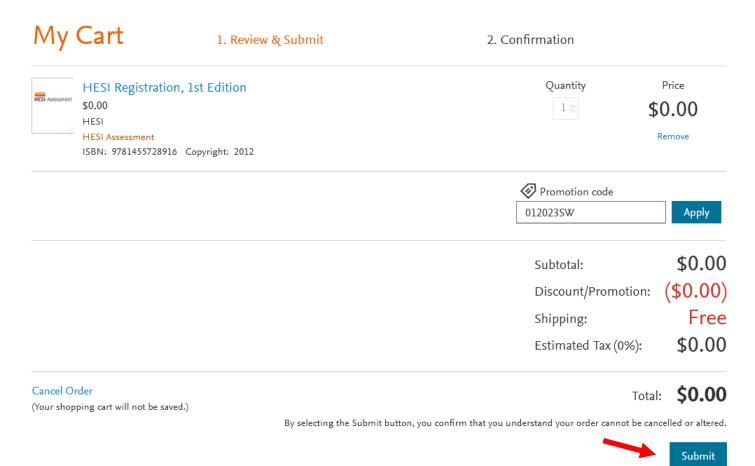
Stay connected! Be the first to know about new publications, products, and exclusive offers.

YES, I wish to receive relevant special offers and promotions from Elsevier Inc. and its affiliates.

Privacy Policy



• You will be redirected back to your cart. Click "Submit."



### Step 3: Register for HESI Distance Testing Exam

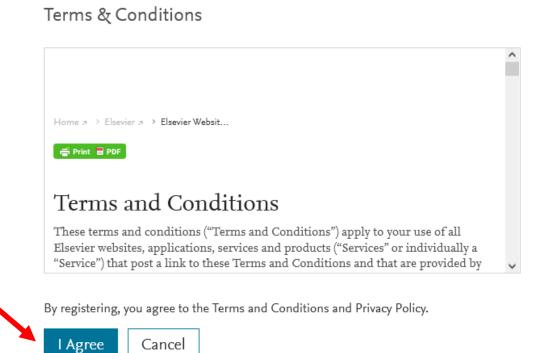
- You are now registered for a student HESI account and will be provided with a confirmation page.
- Click on "My Evolve" at the top right of the page.

My	Cart	1. Review & Submit	2. Confirmation		Search	Cart	Alerts	Accour
Order Nu	mber: 23565677							
MESI Assessment	HESI Registration, \$0.00 HESI HESI Assessment ISBN: 9781455728916		Quantity 1	Price \$0.00				
	-	tudent HESI account. You can access your log in <del>SI Assess</del> ment section in your Content List. Clic	 -	ettings. When you ret	turn			

On your "My Content" screen click on the "Student Access" link.

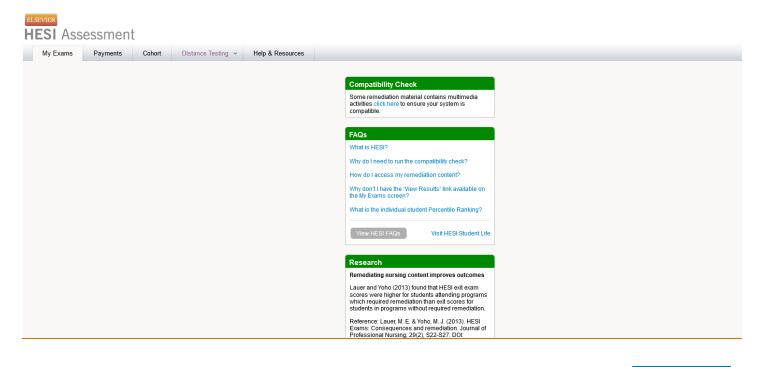
Add content from catalog	My Evolve
View back-orders	Welcome to My Evolve. Here you can add, access, and organize your Evolve content.
^ ☐ My Content ☆ Starred	C Refresh your My Content list
🗟 Archived	Redeem an Access Code or Enter an Evolve Course ID
🚹 New Folder	
	থে Instructor-Led । ≣ eBooks । ∷≣ My Other Products
	HESI Assessment Student Access

Review/Scroll through the Terms and Conditions provided on the next page. Click the "I Agree" button.



Cancel

• On the next screen, if prompted, choose "Accept all cookies" or "Cookie Settings" and adjust to your preferences.



We use cookies that are necessary to make our site work. We may also use additional cookies to analyze, improve, and personalize our content and your digital experience. For more information, see our <u>Cookie Policy</u>

Accept all cookies

• From the "My Exams" tab, click on the "Register for a Distance Testing Exam" link at the bottom of the screen.

HESI Asse	essment				
My Exams	Payments	Cohort	Distance Testing 👒	Help & Resources	
1					Compatibility Check Some remediation material contains multimedia activities click here to ensure your system is compatible.
•					FAQs What is HESI? Why do I need to run the compatibility check?
					How do I access my remediation content? Why don't I have the "View Results' link available on the My Exams screen? What is the Individual student Percentile Ranking?
					View HESI FAQs Visit HESI Student Life
					Research Remediating nursing content improves outcomes Lauer and Yoho (2013) found that HESI exit exam scores were higher for students attending programs which required remediation than exit scores for students in programs without required remediation. Reference: Lauer, M. E. & Yoho, M. J. (2013). HESI Exams: Consequences and remediation. Journal of Professional Nursing, 29(2), S22-S27. DOI:
Don't let you	irst HESI Exam Ir unknown affect your 1 o expect for your first i	test performance!		View HESI Exam Tutorial	10.1016/j.profnurs.2013.01.001.  Compatibility Check Some remediation material contains multimedia activities cilick here to ensure your system is compatible.
	results at this time. Iy appear 24-48 hrs af		Si exam. You will receive an en	Don't see your Exa	ARE BEST 4U?
Questions are writ	ctive accuracy - HESI ten like those you'll se	e on the NCLEX®			NCLEX-prep products can also help you on HESI exams. Answer a few questions to find the right resources for your HESI needs. Connect with other students VISIT our Facebook Discussion Forum
What is HESI? Cohort Regist		ur faculty.	Distance Testing F		Research Remediating nursing content improves outcomes Lauer and Yoho (2013) found that HESI exit exam scores were higher for students attending programs which
	Regi		Register for a Distance T Registered Exams (C	-	Reference: Lauer, M. E. & Yoho, M. J. (2013). HESI Exams: Consequences and remediation. Professional Nursing, 29(2), S22-S27. DOI: 10.1016/j.profnurs.2013.01.001.

• Enter ECU's BSN Department ID 202104 in the pop-up window that appears, and info will auto-fill in the box.

Please enter requ same as it appear	s on your government issued ph	oto ID. Please update your p	m that the information provided is the rofile at https://evolve.elsevier.com	
-Multiple Scho -Mutiple Exam	nay result in forfeiture of testing ols - limit exam registration and te versions (ex.A2 V1 & A2 V2) - regi a subsequent version.	sting to one school at a time.		
Dept. ID*	202104	Evolve ID	ppirate	
Dept. Name	EAST CAROLINA UNIVERSITY	-EAST CAROLINA UNIVERSI	TY-A2-BSN-DISTANCE TESTING-BSN	
First Name	Pee Dee	Middle Name		
Last Name	Pirate	Email	piratenurse2023@gmail.com	
Address Line 1				
Address Line 2				
City		State		
Zip		Phone		
	A2 V-1 02/07/2023 - 09/01/2			

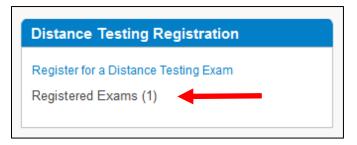
• If this is your first time taking the exam be sure that you have selected "A2 V-1" as your exam. If this is your retake attempt be sure that you have selected "A2 V-2" as your exam.

comnati	hla			
Register For a	Distance Testing Exam			х
	ed information below. Review your E on your government issued photo II		n that the information provided is the ofile at https://evolve.elsevier.com	
-Multiple Schools -Mutiple Exam ve	ay result in forfeiture of testing fees s - limit exam registration and testing ersions (ex.A2 V1 & A2 V2) - register a subsequent version.	to one school at a time.	one version of an exam before	
Dept. ID*	202104	Evolve ID	ppirate	
Dept. Name	EAST CAROLINA UNIVERSITY-EAS	T CAROLINA UNIVERSIT	Y-A2-BSN-DISTANCE TESTING-BSN	
First Name	Pee Dee	Middle Name		
Last Name	Pirate	Email	piratenurse2023@gmail.com	
Address Line 1				
Address Line 2				
City		State		
Zip		Phone		
Exam*	A2 V-1 02/07/2023 - 09/01/2023	~		
	A2 V-1 02/07/2023 - 09/01/2023			
My Evolve profile	A2 V-2 02/07/2023 - 09/01/2023	nment issued photo	ID. Submit Cancel	

- Please review the restrictions note. ECU has multiple exam versions (V1 and V2). <u>Once you begin this</u>
   <u>registration process and choose "V1" you MUST follow it through all the way to scheduling your exam</u>. If you fail
   to do so and then restart this process, "V1" will no longer be an option because you already chose that
   previously. This can cause a lot of confusion and cost you a lot of time getting fixed.
- If you are scheduling your FIRST attempt on the HESI and you reach this step and only "V2" is available, then that means you've already used your "V1" registration in the past and it must be reset by Elsevier.
- Make sure that the information listed in the box matches the government ID you plan to provide on test day (e.g. driver's license). Check the box in the bottom left corner and then click "Submit."

Register For a	a Distance Testing Exam			Х
	ired information below. Review your s on your government issued photo		n that the information provided is the ofile at https://evolve.elsevier.com	
-Multiple Schoo -Mutiple Exam	nay result in forfeiture of testing fee ols - limit exam registration and testin versions (ex.A2 V1 & A2 V2) - register a subsequent version.	g to one school at a time.	one version of an exam before	
Dept. ID*	202104	Evolve ID	ppirate123	
Dept. Name	EAST CAROLINA UNIVERSITY-A2	-BSN-DISTANCE TESTIN	G	
First Name	Pee Dee	Middle Name		
Last Name	Pirate	Email	piratep18@students.ecu.edu	
Address Line 1				
Address Line 2				
City		State		
Zip		Phone		
Exam*	A2 V-1 02/05/2018 - 09/01/2018	•		
	A2 V-1 02/05/2018 - 09/01/2018		ID. Submit Cance	el

• You can confirm you registered for distance testing by looking at your "Registered Exams" count in the "Distance Testing Registration" box at the bottom of the screen.



#### Step 4: Submit "Request for Distance Testing Accommodation" form to Elsevier for approval.

Typically, a response to an accommodation request is given within six (6) weeks so students should complete this process <u>as soon as possible</u> once their HESI A2 testing window opens and registration/exam scheduling is available.

• At the top of the same webpage, click on "Accommodation Request" under the "Distance Testing" tab.

HESI Assessment
My Exams Payments Cohort Distance Testing ~ Help & Resources
Register for a Distance Exam         View My Registered Exams         Compatibility Check
Accommodation Request Some remediation material contains multimedia activities click here to ensure your system is compatible.
FAQs
What is HESI?
Why do I need to run the compatibility check?
How do I access my remediation content?
Why don't I have the 'View Results' link available on the My Exams screen?

- This will open the PDF request form. Review the steps outlined on the first page.
- Fill out the form and send it to ECU's Disability Support Services office to get the documentation you need in Step 2. Below is an example of Pee Dee Pirate's form to guide you in filling it out.

Request for D	istance Testing Acc	commodation Form		
request for test ac	commodation(s) to be rev	submitted to Elsevier with all addition iewed. All information to be used for xams administered through Distance	the sole purpose	
		Personal Information		
First Name:	Pee Dee	Last Name: Pirate		
Address:	1234 Blackbeard Dr.			
	Street Address Greenville		NC	Apartment/Unit # 27858
Phone:	City (252) 123-4567	Evolve User Name: ppira	State Ite123	ZIP Code
Email:	piratep18@students.ecu.edu			
Prospective School Name:	East Carolina University - Col	llege of Nursing		
Prospective School Address:	Health Sciences Building, Gre	eenville NC 27858		
Program Type:	BSN	·		
Exam Name:	RN Admission Assessment	Preferred Test Date:	05/31/20	18
Disability, Diagnosis, or Diagnostic Code	(indicate as applicable to you)	Date of most recent professional evaluation	n: (indicate as	applicable to you)

- Complete the "Requested Accommodation(s)" section as it pertains you specifically.
- Indicate the accommodations you are requesting for your HESI A2 exam and what accommodations you receive at ECU and/or have received in the past.

Time and One Half	✓ Other Accommodations - please describe below:
Double Time	(fill this section out as it pertains to your needs specifically)
Separate Room	$\checkmark$
A Reader	
Screen Magnification	
denial. 1. Have you previously re-	Previous Accommodations estions and provide a description of the accommodation received or basis for ceived an accommodation while you were in college (undergraduate or
denial. 1. Have you previously re graduate)?	estions and provide a description of the accommodation received or basis for ceived an accommodation while you were in college (undergraduate or ↓
denial. 1. Have you previously regraduate)? Yes Describe: (list what ac	estions and provide a description of the accommodation received or basis for
denial. 1. Have you previously regraduate)? Yes Describe: (list what ac 2. Have you previously re	estions and provide a description of the accommodation received or basis for <u>ceived an accommodation while you were in college (undergraduate or</u> <u>commodations you are approved for at ECU)</u>
denial. 1. Have you previously regraduate)? Yes Describe: (list what ad 2. Have you previously re Describe: (choose the 3. Have you previously re	estions and provide a description of the accommodation received or basis for <u>ceived an accommodation while you were in college (undergraduate or</u> <u>commodations you are approved for at ECU)</u> ceived an accommodation on any standardized exam? Select from list. Choose an option

Describe: (list what accommodations you were approved for during this time of your education)

• Review the "Submission Information" section carefully about how to submit your request to Elsevier.

#### Submission Information

Submit this form and supporting documentation to: <u>https://www.hightail.com/u/HESI-Secure</u> Important: Use of the website suggested herein is not a guarantee of the documents independently, security of the requestors machine, or the network(s) which the requestors machine may reside when performing the transmission. Elsevier only guarantees the security and confidentiality of the documents after they have been successfully and securely transmitted to Hightail.

**Supporting Documentation:** You are required to submit supporting documentation from the medical authority or learning institution that rendered a diagnosis of a current substantial limitation to physical or mental (academic) functioning. For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.

The verification documentation must be submitted on the official letterhead stationary of the authority or licensed or qualified specialist who has examined the applicant and diagnosed a physical or mental impairment and include the following details:

- ⇒ Recommended accommodation/modification, as it pertains to testing
- ⇒ Description of the disability that details the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation
- ⇒ Name, title, and phone number of the licensed or qualified medical authority or specialist
- ⇒ Original signature of the medical authority or specialist
- ⇒ Diagnosis within the last 5 years

**Do not schedule your testing appointment** with Prometric until you have received a response from the Elsevier Special Accommodations Team. We will require sufficient time to evaluate the request and implement the appropriate accommodations. Typically, a response to an accommodation request is given within **six (6) weeks**. The accommodation itself may take longer to arrange and is subject to availability of staff and resources.

- Provide your electronic signature within the PDF document.
- If you've never configured an electronic signature you'll be prompted to do so when you click on the signature line. Choose "Configure New Digital ID" in the box that opens.

Applicant Authorization			
	I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide Elsevier with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to Elsevier a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If the information provided in support of this application is not sufficient, I authorize Elsevier to obtain additional information from the professionals who treated or evaluated my disability.		
	I understand that all information that is necessary to process this application must be available to Elsevier a minimum of six (6) weeks prior to my anticipated scheduling date to provide enough time to evaluate and process my request for accommodations. I acknowledge that Elsevier reserves the right to make a final determination as to whether any accommodation is warranted and appropriate. I also understand I am limited to testing in the United States and its territories and may receive limited or no accommodations if I choose to test in an international location.		
	Third Party Release		
I understand that Elsevier has contracted with an external panel of expert consultants with whom it may consult to augment its in-house expertise. By submitting my request for accommodations, I provide my consent to Elsevier to share my application and supporting documentation with the Elsevier Accommodation Review Team and/or consultants for review and consideration as deemed necessary by Elsevier.			
	Applicant Signature:	Date:	
1			

If you cannot configure an electronic signature then save your completed file to your computer then print a hard copy. Provide your handwritten signature instead and then scan the form so the complete file is electronic.

#### Send your completed request form to ECU's Disability Support Services Office:

- Email DSSDept@ecu.edu from your ECU student email account
  - Subject Line: "HESI A2 Accommodation Documentation Request"
  - Include name, Banner ID, Evolve username, projected testing date
  - Attach completed Elsevier Request Form to email

Once DSS reviews your Elsevier Request Form they will reply via email with applicable supporting documentation. <u>Be sure your request form and supporting documentation are saved to your</u> <u>computer</u>.

# Once you have all documentation you are ready to submit your request for accommodations to Elsevier for approval.

• Upload your completed request form and supporting documents from DSS to:

#### https://www.hightail.com/u/HESI-Secure

- This will open the webpage pictured below.
- Click on the red "My Computer" button and select the saved files from your computer.
- These will be sent to Melissa Stagg at Elsevier who will review your request.
- You do NOT need to "sign up for free" or "sign in" to this page (seen on the top right of the screen).

Deliver files directly to
Melissa Stagg
m.stagg@elsevier.com
Drag files anywhere
OR ADD FROM

#### Step 5: Keep an eye on your email inbox.

- From here the Elsevier Special Accommodations Team will review your request.
- Your approval or denial will be sent via email to you within six (6) weeks. <u>Elsevier will also notify Prometric</u> <u>Testing of your request status at this same time</u>.
- Your email will contain eligibility information which you will provide to Prometric when you call to schedule and pay for your test (phone number provided below).
- Students requesting accommodations MUST CALL Prometric and provide their eligibility information to ensure their approved accommodations are scheduled correctly. This cannot be completed online. You can also call the highlighted number below if you have questions about the accommodations request process.

## **NEED HELP?**

Elsevier Website / Registration Customer Support: 1-800-222-9570

Elsevier customer service chat:

https://service.elsevier.com/app/chat/chat\_launch/supporthub/evolve/

Prometric Testing Accommodations Support: 1-800-967-1139

Prometric Testing General Customer Support: 1-800-481-6457