

Instructions for HESI Admission Assessment (A2) Testing Through ProctorU

*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!*

Access the [ProctorU – HESI website](#) to complete the following steps - testing times are on a first come, first served basis.

1. Create an account
2. Schedule your exam
3. Download the ProctorU extension
4. Check your equipment
5. Verify testing date with Department of Nursing

STEP 1: **If you do NOT have a ProctorU account, start here.**

Create a ProctorU username and password by following [this link](#) to sign up with Elsevier – HESI enrollment in order to register for, and take your exam

If you already have a ProctorU account, start here.

Update your account for HESI testing

1. [Log in](#) to your existing ProctorU 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.

STEP 2: **Schedule your exam:** Register for your exam at least 72 hours prior to your anticipated testing date.

Session 1 is open from **September 27th-29th, 2021**

Session 2 is open from **October 13th-15th, 2021**

Session 3 is open from **November 2nd-4th, 2021**

Session 4 is open from **November 30th-December 2nd, 2021**

Do not wait – testing times are on a first come, first served basis. Registration is completed on the ProctorU website –not your HESI account. After creating an account, log in and click the button that says **Schedule New Session**.

1. In the dropdown labeled “Confirm your institution,” **select **Elsevier – HESI****.
2. In the dropdown labeled “Select a term,” **select Nicholls State University**
3. In the dropdown labeled “Select your exam,”

Select: Nicholls State HESI A2 #1 for Session 1

Select: Nicholls State HESI A2 #2 for Session 2

Select: Nicholls State HESI A2 #3 for Session 3

Select: Nicholls State HESI A2 #4 for Session 4

4. Click **Find Sessions**.
5. Select the **date and time** you’d like to take your exam. There are **four (4) components to the exam:**
 - a. **Learning Styles**
 - b. **Personality Profile**
 - c. **Biology**
 - d. **Anatomy & Physiology**

You are allowed **2 hours** to test, unless you have testing accommodations with extended time.


*****If you have testing accommodations, please email me ASAP at mlea.talbot@nicholls.edu to notify me of your extended time/accommodations so that I can make this known to ProctorU.

STEP 3: Download the ProctorU extension: Install the ProctorU browser extension on the computer you will use for testing. The extension installed must match the browser used for the exam. **Google Chrome** is the preferred browser, unless you are testing on a Macbook. If you are testing on a Macbook, **FireFox** is the preferred browser. Install the ProctorU extension for your chosen browser: <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>

STEP 4: Check your equipment:

1. Secure hardwired internet access. The BSN Program is not responsible for interruptions in connectivity due to Wi-Fi/connectivity loss.
2. Verify your computer's operating system is up-to-date.
3. Test your webcam, microphone, and computer's compatibility with ProctorU at <https://test-it-out.proctoru.com/>. Follow the screen prompts to connect with a Live Technician for any unresolved issues. Do not contact your faculty.
4. You will need a webcam and microphone to take this exam.
5. **NOTE:** If testing on a Mac, stay on the iOS operating system 10.15.1 if you did not already install the update. If already installed to 10.15.2 or 10.15.3, you will need update to 10.15.4.

Day of Testing:

1. Verify you, and no one else, is logged into ProctorU on your computer for your exam. You can check by clicking on the owl in the top, right corner of your browser. 
2. Re-test your equipment at least one (1) hour prior to your test is scheduled to begin.
3. Place your government issued ID and method of payment (credit card or pre-paid card) on the desk in front of you.
4. Ensure all notifications are turned off on your computer. If you have a MacBook, click on the Apple in the top left corner > System Preferences > Notifications > Messages > Message Alert Style > None.
5. 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.
6. Ensure you know your Evolve username (not your email) and password to test – You will be prompted for this after starting your exam session.
7. Startup process will take approximately 15 minutes and does not deduct against your actual exam time.
8. You will be **continuously monitored and recorded** by ProctorU proctor. Videos will be reviewed once the exam is closed. Any breach of the Nicholls State University and BSN Program Academic Dishonesty policy will be addressed accordingly.
 - a. Ensure your entire testing is free and clear of everything except your government issued ID. You will be required to show your entire testing space during the startup process.
 - b. NO CALCULATORS, PAPER, WHITEBOARDS, DRY ERASE BOARDS, OR RESOURCES ALLOWED
 - c. Ensure a well-lit, private and quiet area that is free from interruption
 - d. Your face, screen, and testing environment will be recorded through the duration of the exam.
9. Bathroom breaks are not allowed during testing.
10. Speaking aloud during the exam, including but not limited reading exams questions is PROHIBITED and may void your exam/application to the program.
11. You cannot use your cell phone at all during the exam. Use the Chat function to communicate any technical difficulties during the exam.

Academic Dishonesty Policy as adapted from the University Policy, Student Code of Conduct, BSN Student Handbook, and Course Syllabus:

As members of the Nicholls State University community, students are expected to uphold the highest standards of academic and personal conduct. Academic dishonesty violates these standards as well as the trust and commitment among students and faculty to instill and to maintain the principles of integrity, responsibility, and respect for others.

Cheating is the actual or even the attempted use of deception or fraud to improve one's grade or academic standing or to aid another student in doing so. Individual faculty members may restrict, extend, or modify the university's general definition of cheating to better accommodate specific course learning outcomes. All students should carefully review course syllabi and talk with their instructors to ensure understanding of each instructor's cheating policy. Examples of cheating include but are not limited to:

- use of unauthorized materials during an exam, to include smart watches, phones, tablets, etc.
- giving aid to or receiving aid from another student during an exam or individual assignments
- standing in for another student during an exam
- stealing, distributing, or having any unauthorized access to a copy of an exam or revising one's answer on a graded exam for the purpose of claiming a grading error
- use of falsified data and/or references
- Divulging any item or items, all or in part, on an exam, to any person or entity for any reason
- Possessing, reproducing, taking a picture of the exam/quiz, or disclosing any exam materials, including the nature and content of exam items, to include notes/notes from students in higher courses/program graduates, test study guides, etc. that specifically indicate test items or answers
- use of unauthorized materials in preparation of an assignment representation of the work and ideas of others as one's own (see definition of plagiarism below)

In accordance with the National Council of State Boards of Nursing (NCSBN) practice, the following rules and regulations will be adhered to during exams and reviews administered by the BSN Program.

- Personal items not to be accessed:
 - Any educational, test preparation or study materials
 - Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices
 - Bags, purses, wallets, non-smart watches
 - Coats, hats, scarves, gloves
- Confidentiality
 - Students are not to disclose or discuss with anyone information about the items or answers seen on exams, including posting or discussing questions on the internet and social media websites).
 - Exam items may not be reconstructed using memory of the exam
 - Exam items and/or responses (in any format) or notes about the exam may not be created.

Test Administration

- Students must take their own exam.
- When exams are administered electronically, students may not tamper with the computer or use it for any other function other than taking the exam.

- Students may not engage in disruptive behavior at any time.
- Only calculators provided by the Department of Nursing may be used or calculators enabled on testing computers.
- Ear plugs may be allowed at the discretion and inspection of the exam proctor. Other personal belongings may be prohibited at the proctor's discretion.
- Students are not allowed to ask questions during the exam.
- Students are not allowed to leave the room during testing.

Faculty will take appropriate action upon suspicion of academic misconduct.

Violations of the university Academic Dishonesty policy (or of a faculty member's cheating policy) will be dealt with in accordance with the disciplinary procedures of the Academic Affairs Integrity Committee. The faculty member is required to file an Academic Dishonesty Reporting Form with the Dean (who will then forward it to Office of Academic Affairs) whenever a student is confronted and/or disciplined for academic dishonesty. The Office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiple offenses (more than one) of academic dishonesty will be brought before the Academic Affairs Integrity Committee (AAIC) for further review and/or sanctions.

Students guilty of academic dishonesty and/or plagiarism are in violation of Nicholls State University Code of Student Conduct and can be reprimanded with a variety of disciplinary sanctions, including the awarding of a failing grade or suspension from the university. The decision to fail a student in a course is the decision of the faculty member.

If a student receives a grade of D or F due to academic cheating and/or plagiarism, the student will be informed by the faculty member awarding the failing grade of their right to due process and the right to file a written grievance with the Department Head according to policy. The Department Head will process the grievance according to established policy.

It is important the faculty member has sufficient evidence to substantiate the allegation (i.e., academic dishonesty) in the event a grievance is filed, or litigation is pursued by the student outside the university. Hearsay is not sufficient evidence. If students are making the allegation of cheating against another student(s), the allegation or charge should be obtained in writing and dated stating specifically what was seen (not what was heard). The student(s) making the allegation must also agree to testify before a grievance committee at the department, college and/or university level if that becomes necessary. If the student(s) making the allegation is unwilling to put in writing what was seen and possibly testify before a committee, then the allegation or charge of cheating or any other violation of the code of student conduct should be dismissed.

If the student(s) making the allegation agree(s) to the above, the faculty member would then have sufficient evidence to submit to a grievance committee or court of law to substantiate the awarding of a failing grade.