



Please make sure your Elsevier email/login is the same email/login you use for the actual test.

Free post-test remediation is available in your Elsevier account.

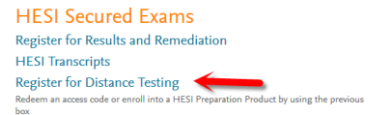
Distance Testing Eligibility Instructions

1. You must have an Evolve student account with HESI Assessment

To register for your HESI Distance Testing exam, you will need an Evolve student account. If you do not have an account, you can create it at: <https://evolve.elsevier.com/>

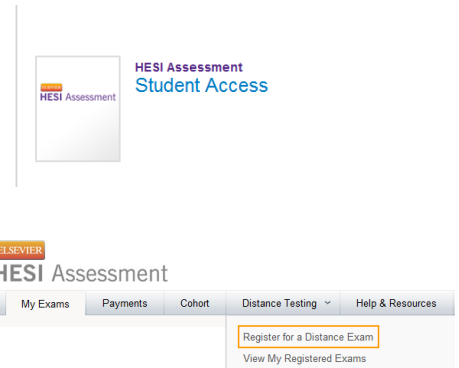
Follow the steps below:

- Go to <https://evolve.elsevier.com/cs/> and click "I'm a student."
- In the HESI Secured Exams section, click the link that says, "Register for Distance Testing."
- Click "Register" to place this in your cart, and then "Checkout/Redeem" from the cart screen.
- If you are a returning user, enter your Evolve username and password on the right side of the screen and click "Sign In." If you are new to Evolve, enter your name, email, desired password, and click "Continue."
- Click "Checkout/Redeem," once again to finalize your selection.



2. Register for Distance Testing Exam

- Click on "My Evolve."
- Under HESI Assessment, select "Student Access" and agree to the Terms and Conditions.
- Hover over the Distance Testing Tab and select "Register for a Distance Exam."
- Complete the required information, check box, and click the "Submit" button:



Register For a Distance Testing Exam

Please enter required information below. Review your Evolve profile and confirm that the information provided is the same as it appears on your government issued photo ID.

Please update your profile at <https://evolve.elsevier.com>

Dept. ID*	<input type="text"/>	Evolve
Dept. Name	<input type="text"/>	
First Name	<input type="text" value="Student"/>	Middle Name
Last Name	<input type="text" value="Testing"/>	Email
Address Line 1	<input type="text" value="111"/>	
Address Line 2	<input type="text"/>	
City	<input type="text" value="000"/>	State
Zip	<input type="text" value="11111"/>	Phone
Exam*	<input type="text" value=""/>	<input type="text" value="555-5555"/>

My Evolve profile is the same as it appears on my government issued photo ID.

1. Please confirm that your first and last name match your government-issued photo ID with signature. (Middle name is not required)
 2. Click Tab on your keyboard to populate information.
 3. Enter school's department ID.
 4. Select the appropriate exam.

SAN JACINTO COLLEGE-CENTRAL-RT-DISTANCE TESTING

Department ID: *200330*

IMPORTANT INFORMATION:

1. **Do Not** use the **School's Department ID** as your student ID when creating your student Evolve account.
2. The first and last name on your Evolve account ***must be the same*** as it appears on your ***Government Issued Photo ID with Signature*** (i.e. Driver's License or Passport). You will **not** be admitted into the testing lab if there is any discrepancy between what is listed on your Evolve student account and what is presented on your ID.
3. Your government issued ID must include your signature and a photo that resembles your current appearance to gain admittance into the testing center (your middle name/initial is not required).
4. **Do Not** Register for **Multiple Schools** or **Multiple Exam Versions** (ex. A2 V1 & A2 V2). Register and complete testing on one version of an exam before registering for subsequent version.

You will receive an email Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If name is not correct, or has been changed, please contact Elsevier HESI Assessment at exameligibility@elsevier.com. Failure to do so could result in forfeiture of your testing appointment and associated fees.

PLEASE NOTE:

You will receive your Eligibility ID in an email (this is your **evolve username**). Please add the following email address to your email's safe sender list to avoid delays: exameligibility@elsevier.com. If you do not see the notification, please check your spam/junk folder.

TEST CENTER POLICIES

Last Updated: August 28, 2020

The following sections outline these procedures and assume observance of social distancing via local government guidelines:

1. ARRIVAL AND CHECK-IN PROCEDURES

Prior to entering the test center building, test takers will be required to do the following:

- Bring and wear a mask during the entirety of their time at the test center or your exam will be terminated. Both medical masks or cloth face coverings are acceptable. **Masks with exhale/one-way valves are prohibited to use at the testing center, due to the lack of viral particle filtration provided by these masks.** Any test taker that comes to the test center without a mask will not be allowed to test, marked as a “no show,” and will not be eligible for a free reschedule.
- Comply with any other local or federal mandates and guidelines.
- Note: if you fall into any of the following categories, you will not be permitted to test until you no longer fit the criteria:
 - Have been diagnosed with COVID-19 in the past 14-days;
 - *Have been exposed to someone diagnosed with COVID-19 in the past 14-days;
 - Are experiencing flu or cold-like symptoms; OR
 - **Have returned from travel to a highly infected area in the past 14-days.

If any of the above applies to you, please utilize our liberal reschedule policy to reschedule your exam via self-service by searching for your exam sponsor page at <https://www.prometric.com/test-takers/search>, if applicable to your program. If you are unable to reschedule online, please contact our Candidate Care team by searching for your exam sponsor’s page for their phone support lines at <https://www.prometric.com/test-takers/search/dantes> if applicable, or filling out the form on our “[Contact Us](https://www.prometric.com/contact-us)” page at <https://www.prometric.com/contact-us>. By entering the test center, you attest that you are clear of the restrictions to testing.

*Medical and healthcare professionals who have been practicing safe and preventative measures using personal protective equipment with their patients are an exception.

**Highly-infected areas subject to travel restrictions/quarantine requirements are typically identified at the local level via orders, directives, or guidelines. Please consult with local requirements on restricted travel in the location you wish to test.

2. PROCTOR & TESTING ROOM PROCEDURES

Prior to entering the proctoring room, the following modified processes will be enacted:

- Test takers will be required to stand on the ‘stand here’ sign or ‘X’ in place on the floor, designating a safe distance away from the test center employee (where social distancing is in place according to the local government rules).
- Test takers will be asked to show arms and ankles, as well as empty their pockets from the agreed safe distance area.
- Image capture (if applicable) will be completed from the same position. Mask will need to be lowered or removed momentarily for this process by clasping the sides or strap of the mask to remove briefly, and

then reaffixing in same manner. Certain biometric processes, such as fingerprinting and ID image capture, are currently discontinued to avoid further high points of touch.

- Note boards will be replaced with scratch paper to avoid reuse of materials.

During the exam process, the following modified process will be enacted:

- Test takers will be seated in a manner that ensures applicable distancing guidelines are satisfied during testing, following local government guidelines.
- Monitoring of the test room will be done exclusively using existing DVR monitoring.
- If a break is permissible according to the exam program rules, center staff will follow established end of exam processes and will ensure the path is clear to exit. Test takers should raise their hand for both breaks and questions.
- For locker access during breaks, the same process applied during check-in will be followed. Test takers will be instructed to only access lockers for food, drink, and medication, with the exception of programs with full access.
- Test center staff will record the time in and out of the test room, removing the need for the test taker to sign the roster.

3. END OF TEST PROCEDURES

Once the exam is complete, the following modified processes will be enacted:

- Test takers will be asked to return to the reception/admin area to complete their sign out process.
- Test center employees will then:
 - Have the test taker return to the reception desk to sign out with the Prometric provided pen.
 - Instruct test takers to provide all plain colored scratch paper and place them into a secure bin.
 - Allow test takers to go to their locker to collect personal items.
 - Step away to allow test taker to sign out/return the locker key.

Please note that these procedures will be subject to change as necessary. To help enhance the no-touch experience, access to water fountains has been disabled. We recommend bringing your own water to store in one of our lockers while you test.

We have fully reviewed all test center operations and continue to reinforce expected actions at all test centers around the world that will mitigate the risk of spread of the virus at these locations. These procedures include cleaning high-touch surfaces (ex. test stations, keyboard keys, mouse, etc.) before we open, in-between each test taker, and at the end of the day, and providing disposable wipes so that common surfaces can be wiped.

Testing locations in the Houston area as of 8.31.2020

Please check the website for updated information.

0368	UNITED STATES	16055 Space Center Blvd Suite 200	HOUSTON	TEXAS	5/1/2020	Essential Only	Full Occupancy
0369	UNITED STATES	16055 Space Center Blvd Suite 200	HOUSTON	TEXAS	5/1/2020	Essential Only	Full Occupancy
0083	UNITED STATES	7111 HARWIN SUITE 100	HOUSTON	TEXAS	8/14/2020	Essential Only	Full Occupancy
5118	UNITED STATES	7111 HARWIN DRIVE SUITE 100	HOUSTON	TEXAS	8/14/2020	Essential Only	Full Occupancy