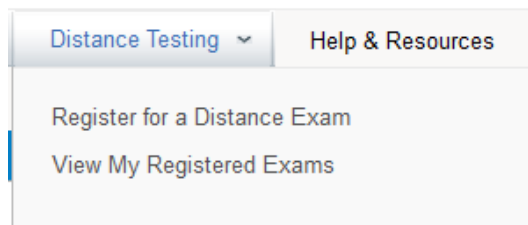# Distance Testing How to Guide

Registration Steps:

1. Create an Evolve Student Account at evolve.elsevier.com.
2. Log into your Evolve Student Account and click on the Student Access link.

3. Click the Distance Testing tab and select Register for a Distance Exam:

4. Enter your school's department ID and select your exam (Obtain the student informational document from your school, as it contains the school's department ID).
5. Confirm that your first and last name match your government-issued photo ID (driver's license or passport). Your ID must contain a photo and signature. Note: the testing center will not review your middle name or address when checking you into the center to take your exam.
6. You will receive an email within 1-3 business days with your eligibility ID and directions for scheduling and paying for your exam.
7. Please review all instructions on the Prometric website page titled Information Review:

Information Review

How to Become Eligible
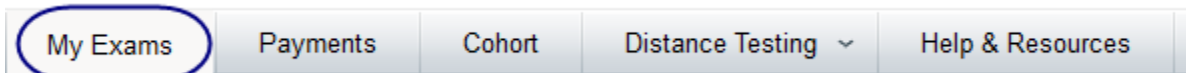Please contact your prospective school for eligibility instructions.

You will receive a Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If any of the information is incorrect or if the information has changed, please contact Elsevier Review and Testing in Houston at exameligibility@elsevier.com.

What to Bring to the Testing Center
You will be required to present one valid, government-issued photo ID (e.g., driver's license or passport). The identification document must be in Latin characters and contain your photograph. All other personal items must be locked in a locker for test security purposes, so please limit what you bring to the testing center.

Testing Day:

1. What to bring: Valid government-issued photo ID (driver's license or passport), Evolve username & password. The proctor will be confirming that your signature and first & last name match your ID before you are allowed to enter the testing center and take the exam.

2. Breaks:
   a. Candidates are free to take breaks as needed.
   b. Do NOT click the exit button on your computer screen, as this will end your testing session and you will have to pay for another session.
   c. Your break time will be part of your seat time.
   d. Should you experience technical difficulties when testing, it is imperative that you collect a ticket from the testing proctor and contact Elsevier (800-950-2728).

3. Results:
   a. You will be able to see your grades at the testing site, unless blocked by your institution.
   b. Some testing sites may let you print the results.
   c. You will have access to Admission Assessment results and online remediation within 72 hours of completing your exam by logging into your Evolve student account. All other exam types can take up to 21 business days.
   d. Click on the My Exams tab to access your results

My Exams	Payments	Cohort	Distance Testing ˅	Help & Resources

   e. Your Critical Thinking results will be on a separate report and can be accessed by clicking the plus sign by the Admission Assessment Report to list all modules taken. You will then click on the Critical Thinking link to access the report.

Exam
+   Admission Assessment Report