HESI

HESI NG Time Accommodations
Faculty Guide

This guide will provide step-by-step instructions for setting up time accommodations for students in your HESI NG course.

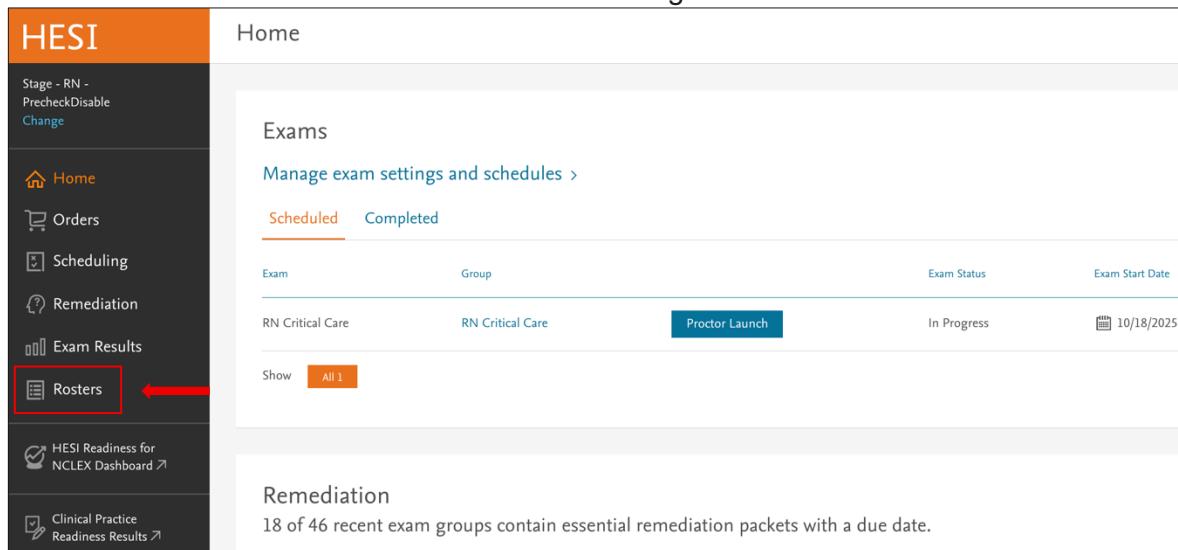**Contents in HESI NG Time Accommodations Faculty Guide**

Access and Navigating Student Rosters

Accessing the Roster

You can review or edit student time accommodations via the rosters page.

1. Launch your HESI NG course.
2. Click the "Rosters" link in the left-hand menu navigation.

Searching and Filtering the Roster

No students will be listed upon launch on the Roster page by default. You can search by student name or filter by cohort using the section at the top to narrow the roster results and locate students.

1. To search for a specific student, enter the student's last name into the search box.
   Note: *You can only use last names via the search.*
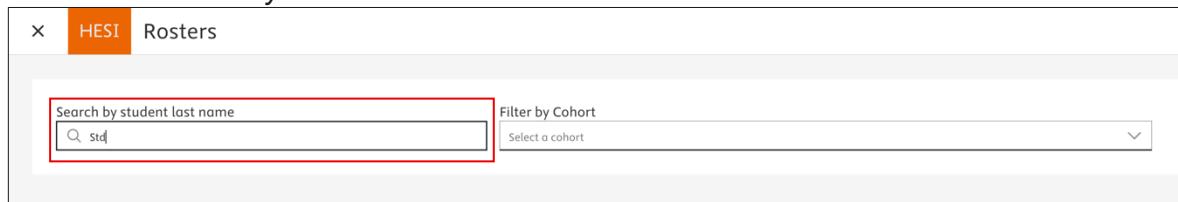
2. To filter by cohort, click the filter dropdown menu. This list will correspond with the student's cohort in their HESI course. Cohorts will only be displayed in this list if they have at least one exam group scheduled in this HESI NG course and one student assigned to that cohort.
   Note: *If an exam group has not been scheduled for that student's cohort, the cohort will not appear in this list.*
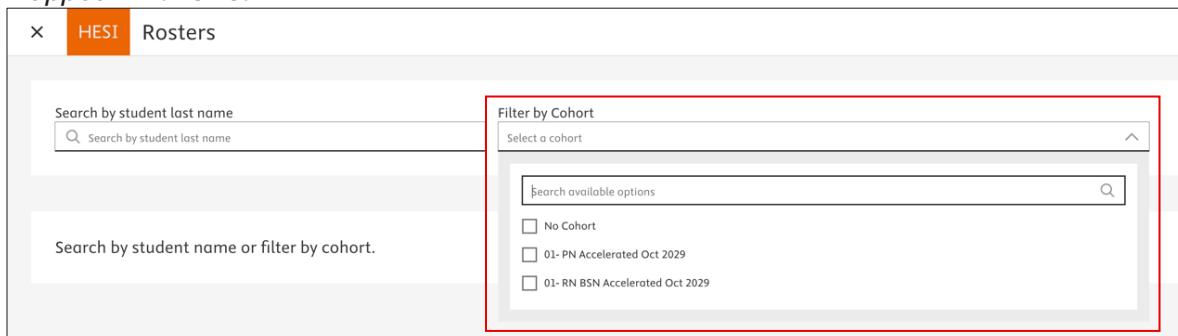
a. Check the box for the appropriate cohort(s). Multiple cohorts can be selected at once and you can also use the search box to narrow the available options.

b. If there are any students who have accessed the HESI course but have not yet selected their cohort or have cleared a previously selected cohort, select "No Cohort" to include them in the list.

3. The filtered results will then be displayed in the student list below.

a. Sort the student list alphabetically by last name, first name, or cohort name or time accommodation length by clicking the title of the column in the list.

b. Click the toggle in the upper-right corner of the list to display students who already have a time accommodation set.
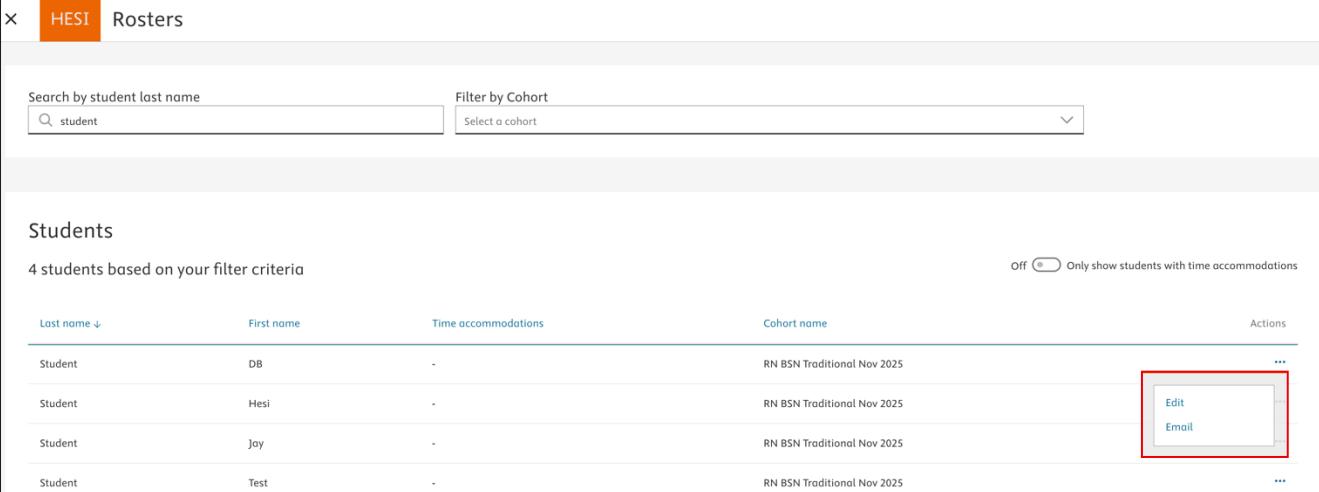
Managing Time Accommodations
Setting or Editing Time Accommodations

Faculty can only modify time accommodations if they have the appropriate permissions set on their HESI faculty account. Time accommodations can also only be set for one student at a time.

To set a new time accommodation or edit an existing setting:
1. Click the Actions button in the far-right column for the appropriate student, then select "Edit."
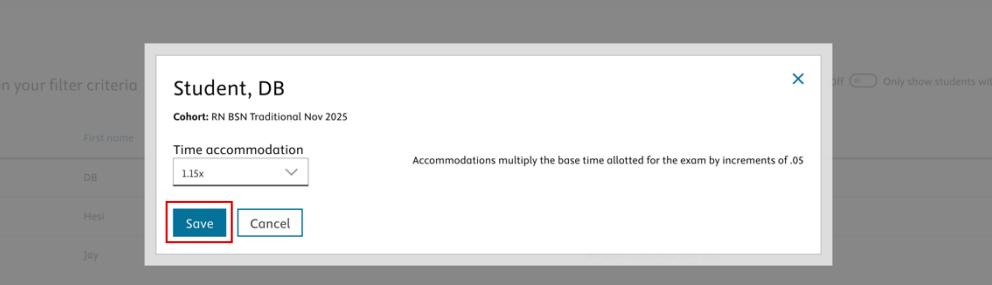

2. Click the dropdown list to the select the preferred time. The available options will increase the exam's base time by increments of 0.05 through the maximum option of 2x.
   Note: *The dropdown will be greyed out for any faculty without editing permissions.*
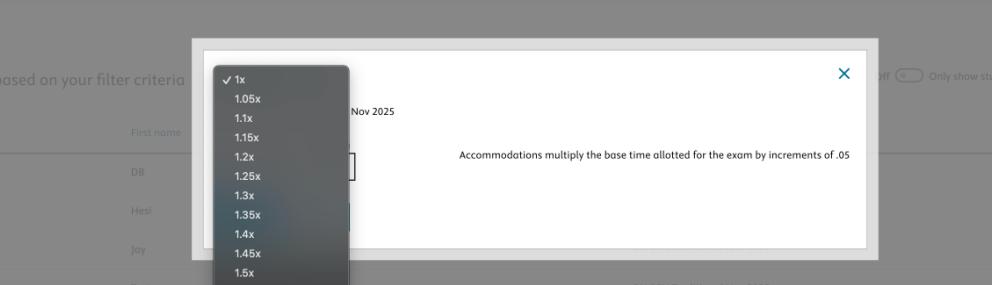
3. Click save to apply the settings.

4. After a time accommodation has been set, it will be displayed in the time accommodations column next for the appropriate student in the list.

Once a time accommodation for a student has been set, it will only apply to all exams they register for from that point forward, including remote-proctored exams. It will **not** apply to any exams the student currently has in progress or previously completed registration for. If time accommodations are set after the student has already registered for an exam, they must unregister and recomplete their registration for the time accommodation to apply to that exam.

Viewing Student Details

All faculty will have viewing permissions for student details and time accommodations. They can also email students directly from the student list.

1. Click the Actions button in the far-right column for the appropriate student.

2. To view the student details, click "Edit."
    a. This will display the student's name, cohort, and current time accommodation setting.
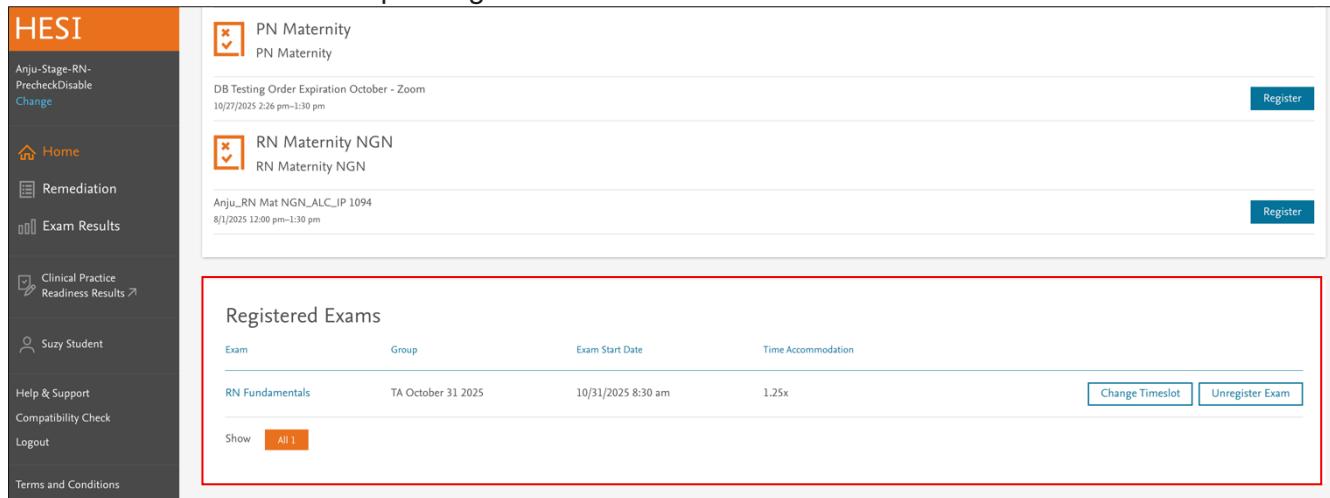

Note: *The time accommodation setting list will be inaccessible to faculty with view only permissions. The edit button/section can **only** be used to view student information.*

3. To view the email address or send an email, click "Email."
    a. The default email app on your device will then launch with the selected student's email address listed.

Time Accommodations via the Student View

After time accommodations have been set, students can see these settings for each corresponding exam directly in their HESI NG course with their registration and on the exam details page.

1. The Registered Exams section will be located on the homepage. The time accommodation will be listed in the corresponding column in the table.

2. The Exam Details page is the page they will see prior to launching the exam and can be accessed by clicking the exam name. The time accommodation will be listed in the section directly below the exam name, along with the exam start time and group name.

Best Practices

Testing Center Management

For exams proctored in testing centers, there are several important considerations, particularly if proctors will not know which students require time accommodations until they arrive to test. Because time accommodation settings do **not** apply to exams already in progress or for which registration is complete, these cannot be configured in advance.

If same-day registration is allowed or proctors only learn of time accommodations at check-in, consider the following options:

1. Students can register as usual, then unregister and re-register once their time accommodation (TA) has been applied.
   Note: *This option does not apply to student-pay exams, as students cannot easily unregister after payment.*
2. Students can start to enroll in the course via the registration link or course ID, but should *not* fully complete the registration for their exam until *after* the TA is set and confirmed in the testing center.
3. Testing centers can create dedicated exam groups based on accommodation types (e.g., one for 1.5x time, one for 2x time) and direct students to register accordingly. Alternatively, centers can create a single untimed group and manually time TA students, force-completing the exam when the allotted time expires.

When evaluating the best practice for your institution, it is critical to complete the following steps:

- Collaborate with your institutional stakeholders to identify a process that is most feasible to operationalize.
- Ensure your program clearly communicates to test-takers how to request and receive time accommodations.

Training and Support

Training Resources

- [HESI NG Time Accommodations Faculty Training Video](#)
- [HESI Testing On-Demand Faculty Training Center](#)

Support Contact Information

If you need any assistance with your HESI exams on test day, connect with the HESI Emergency Testing Line via chat or telephone.

- **Chat:** Connect with Support directly in-exam via the "HESI Support Live Chat" button in the lower-right corner. You can also connect with Support directly in your HESI Assessment course via the "HESI Support Live Chat" button in the lower-right corner of your course or the "Help & Support" link in the navigation menu to the left.
- **Phone:** 1-844-960-4374

For general support assistance or resources:

- [HESI NG On-Demand Support Center](#)