

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	1
Accessing the Roster	1
Searching and Filtering the Roster	1
Managing Time Accommodations	3
Setting or Editing Time Accommodations	3
Viewing Student Details	4
Time Accommodations via the Student View	6
Best Practices	7
Testing Center Management.....	7
Training and Support	8
Training Resources	8
Support Contact Information.....	8

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.

The screenshot shows the HESI Home page. On the left, there is a dark sidebar menu with the HESI logo at the top. Below the logo, there are links for 'Stage - RN - Precheck/Disable Change', 'Home', 'Orders', 'Scheduling', 'Remediation', 'Exam Results', 'Rosters' (highlighted with a red box and a red arrow), 'HESI Readiness for NCLEX Dashboard', and 'Clinical Practice Readiness Results'. The main content area has a 'Home' header and an 'Exams' section with a link to 'Manage exam settings and schedules'. Below this, there are tabs for 'Scheduled' and 'Completed'. A table lists exam groups, with 'RN Critical Care' highlighted. A 'Proctor Launch' button is visible next to it. The 'Exam Status' is 'In Progress' and the 'Exam Start Date' is '10/18/2025'. At the bottom, there is a 'Remediation' section stating '18 of 46 recent exam groups contain essential remediation packets with a due date.'

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.

The screenshot shows the HESI Rosters page. At the top, there is a search bar labeled 'Search by student last name' with a magnifying glass icon and the text 'std'. To the right of the search bar is a dropdown menu labeled 'Filter by Cohort' with the text 'Select a cohort' and a downward arrow. Below the search bar, there is a text input field with the placeholder text 'Search by student name or filter by cohort.'

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.

The screenshot shows the HESI Rosters page with the 'Filter by Cohort' dropdown menu open. The dropdown menu has a search bar labeled 'Search available options' with a magnifying glass icon. Below the search bar, there are three checkboxes: 'No Cohort', '01- PN Accelerated Oct 2029', and '01- RN BSN Accelerated Oct 2029'. The '01- RN BSN Accelerated Oct 2029' checkbox is selected.

- 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.

Search by student last name

Filter by Cohort

01- PN Accelerated Oct 2029, 01- RN BSN Accelerated Oct 2029

Accelerated

01- PN Accelerated Oct 2029

01- RN BSN Accelerated Oct 2029

Students

5 students based on your filter criteria

- 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.

Search by student last name

Filter by Cohort

No Cohort

Search available options

No Cohort

01- PN Accelerated Oct 2029

01- RN BSN Accelerated Oct 2029

Students

1 students based on your filter criteria

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

Students

6 students based on your filter criteria

Off Only show students with time accommodations

Last name ↓	First name	Time accommodations	Cohort name	Actions
02std_testing@yopmail.com	02std_testing@yopmail.com	-		...
Demo	Thomas Stevens	-	01- RN BSN Accelerated Oct 2029	...
std02_a2@yopmail.com	std02_a2@yopmail.com	-	01- RN BSN Accelerated Oct 2029	...
std_feb2203@yopmail.com	std_feb2203@yopmail.com	-	01- RN BSN Accelerated Oct 2029	...
testing_30-09@yopmail.com	testing_30-09@yopmail.com	-	01- RN BSN Accelerated Oct 2029	...
van-aug1404@yopmail.com	van-aug1404@yopmail.com	-	01- PN Accelerated Oct 2029	...

- 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.

Students

1 students based on your filter criteria

On Only show students with time accommodations

Last name ↓	First name	Time accommodations	Cohort name	Actions
Student	DB	1.15x	RN BSN Traditional Nov 2025	...

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.”

The screenshot shows the HESI Rosters interface. At the top, there's a search bar for student last name and a filter by cohort dropdown. Below this, a table lists 4 students based on filter criteria. The table has columns for Last name, First name, Time accommodations, Cohort name, and Actions. The first student, DB, has no time accommodations. The Actions column for the first student shows a dropdown menu with 'Edit' and 'Email' options, which is highlighted with a red box.

Last name ↓	First name	Time accommodations	Cohort name	Actions
Student	DB	-	RN BSN Traditional Nov 2025	...
Student	Hesi	-	RN BSN Traditional Nov 2025	...
Student	Joy	-	RN BSN Traditional Nov 2025	...
Student	Test	-	RN BSN Traditional Nov 2025	...

2. Click the dropdown list to 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.

The screenshot shows a dropdown menu for selecting a time accommodation. The menu is open, showing options from 1x to 1.55x in increments of 0.05x. The '1.15x' option is selected. The background shows the student list from the previous screenshot.

3. Click save to apply the settings.

The screenshot shows a dialog box titled 'Student, DB' for editing the time accommodation for the student DB. The 'Time accommodation' dropdown is set to 1.15x. The 'Save' button is highlighted with a red box. The background shows the student list from the previous screenshot.

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.

×

HESI

Rosters

Search by student last name

Filter by Cohort

Students

4 students based on your filter criteria

Off ☐ Only show students with time accommodations

Last name ↓	First name	Time accommodations	Cohort name	Actions
Student	DB	1.15x	RN BSN Traditional Nov 2025	...
Student	Hesi	-	RN BSN Traditional Nov 2025	...
Student	Jay	-	RN BSN Traditional Nov 2025	...
Student	Test	-	RN BSN Traditional Nov 2025	...

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.

×

HESI

Rosters

Search by student last name

Filter by Cohort

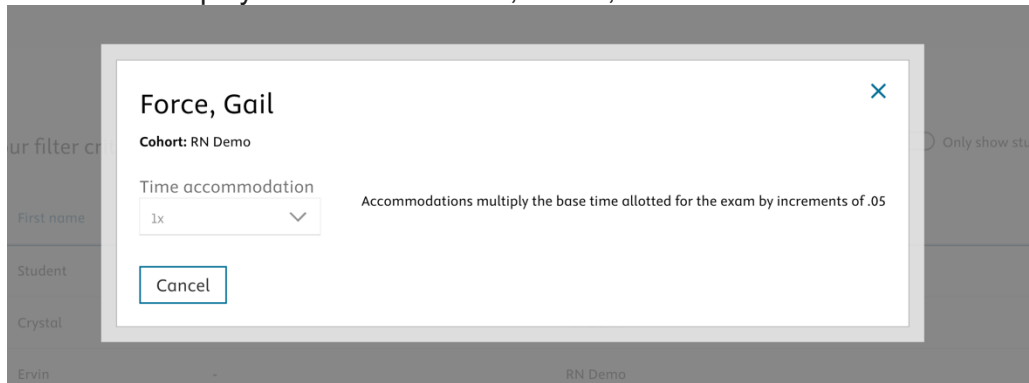
Students

4 students based on your filter criteria

Off ☐ Only show students with time accommodations

Last name ↓	First name	Time accommodations	Cohort name	Actions
Student	DB	1.15x	RN BSN Traditional Nov 2025	...
Student	Hesi	-	RN BSN Traditional Nov 2025	...
Student	Jay	-	RN BSN Traditional Nov 2025	...
Student	Test	-	RN BSN Traditional Nov 2025	...

2. To view the student details, click “Edit.”
 - a. This will display the student’s name, cohort, and current time accommodation setting.



The screenshot shows a modal window titled "Force, Gail" with a close button (X) in the top right corner. Below the title, it displays "Cohort: RN Demo". Under the heading "Time accommodation", there is a dropdown menu currently showing "1x" and a downward arrow. To the right of the dropdown, a note states: "Accommodations multiply the base time allotted for the exam by increments of .05". At the bottom left of the modal is a "Cancel" button. The background of the application is dimmed, showing a table with student names like "Erwin", "Crystal", and "Student".

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.

The screenshot shows the HESI NG Student View homepage. On the left is a dark sidebar with the HESI logo and navigation links: Anju-Stage-RN-PrecheckDisable, Change, Home, Remediation, Exam Results, Clinical Practice Readiness Results, Suzy Student, Help & Support, Compatibility Check, Logout, and Terms and Conditions. The main content area has a light blue header with 'HESI' and a list of exams: 'PN Maternity' and 'RN Maternity NGN'. Below this is a 'Registered Exams' section highlighted with a red border. It contains a table with columns: Exam, Group, Exam Start Date, and Time Accommodation. The table lists 'RN Fundamentals' for 'TA October 31 2025' on '10/31/2025 8:30 am' with a '1.25x' accommodation. Buttons for 'Change Timeslot' and 'Unregister Exam' are next to the row. A 'Show' button with 'All 1' is at the bottom of the table.

Exam	Group	Exam Start Date	Time Accommodation
RN Fundamentals	TA October 31 2025	10/31/2025 8:30 am	1.25x

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.

The screenshot shows the HESI NG Exam Details page for 'RN Fundamentals'. The sidebar is the same as the previous screenshot. The main content area has a light blue header with 'Exam Details' and 'RN Fundamentals'. Below this, a red box highlights the 'Start time: October 31, 2025 8:30 am', 'Time accommodation: 1.25x', and 'Group: TA October 31 2025 (ID: 375778)'. A 'Launch Exam' button is below the red box. The page also includes sections for 'Before launching your exam' (with a link to 'Check your system and take the mock exam'), 'Instructions' (welcoming the student and providing warnings about headphones), and a note to 'Read each question carefully'.

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](#)