



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.

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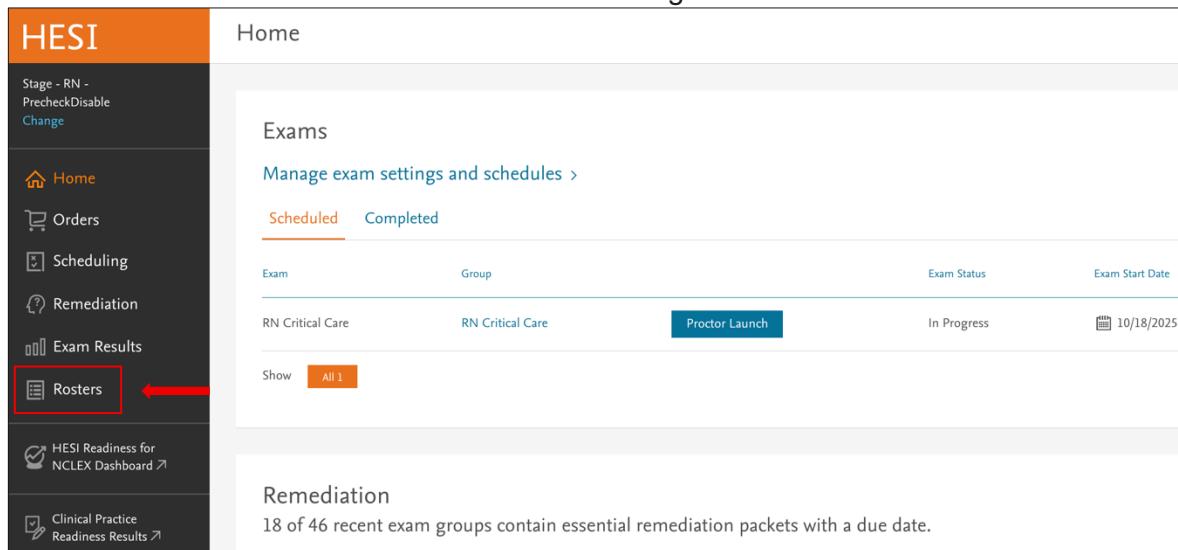
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Access and Navigating Student Rosters

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.



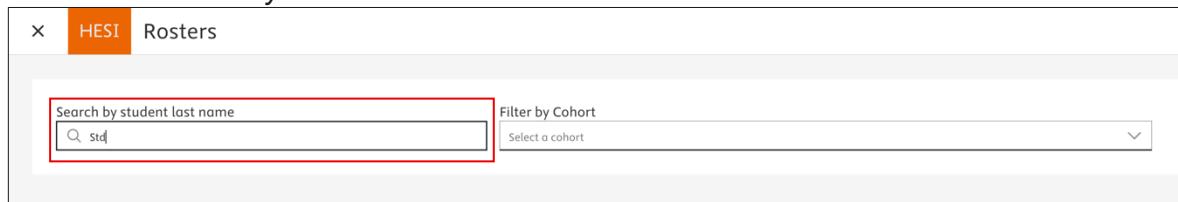
Exam	Group	Exam Status	Exam Start Date
RN Critical Care	RN Critical Care	Proctor Launch	In Progress 10/18/2025

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.

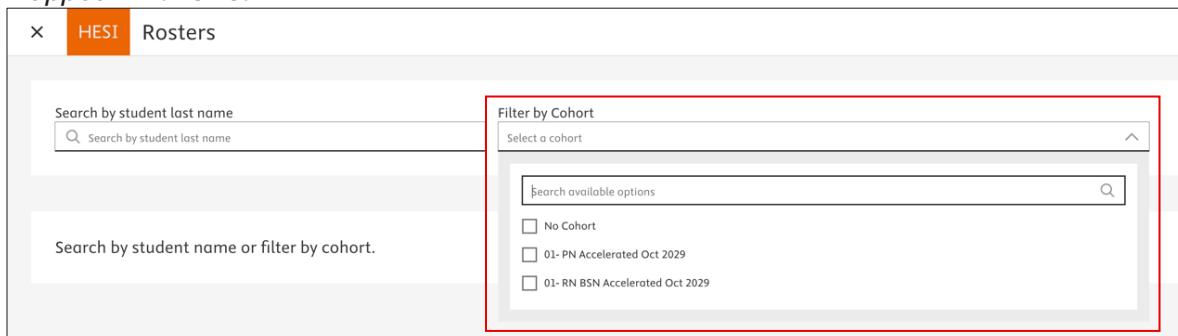
1. To search for a specific student, enter the student's last name into the search box.

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.

Search by student last name

Filter by Cohort

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

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	1.15x	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	...

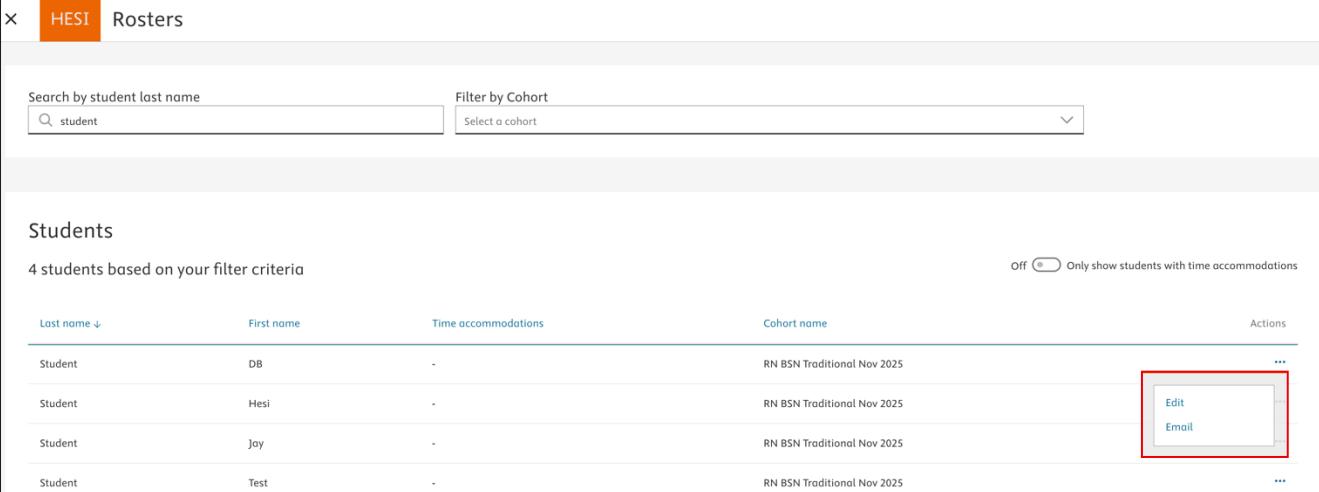
Managing Time Accommodations

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:

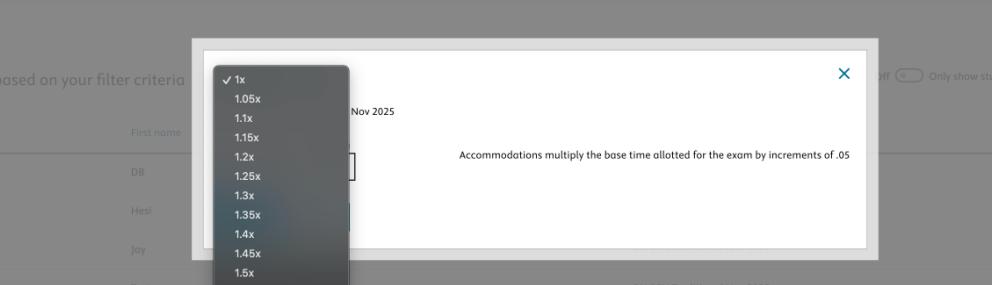
1. Click the Actions button in the far-right column for the appropriate student, then select “Edit.”



Last name	First name	Time accommodations	Cohort name	Actions
Student	DB	-	RN BSN Traditional Nov 2025	...
Student	Hesi	-	RN BSN Traditional Nov 2025	Edit Email
Student	Jay	-	RN BSN Traditional Nov 2025	...
Student	Test	-	RN BSN Traditional Nov 2025	...

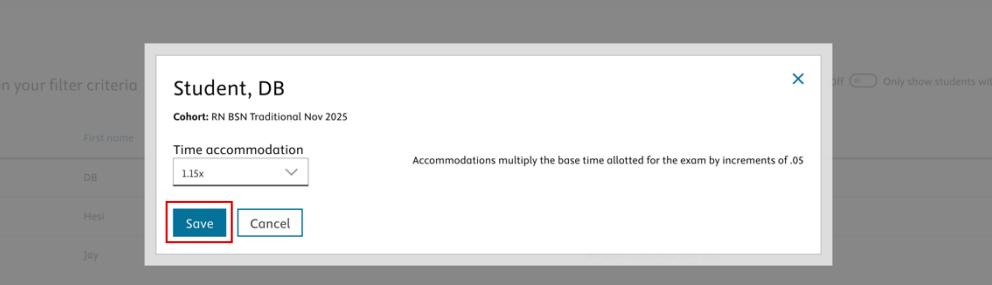
2. Click the dropdown list to the select the preferred time. The available options will increase the exam's base time by increments of 0.05 through the maximum option of 2x.

Note: The dropdown will be greyed out for any faculty without editing permissions.



Accommodations multiply the base time allotted for the exam by increments of .05

3. Click save to apply the settings.



Student, DB

Cohort: RN BSN Traditional Nov 2025

Time accommodation

Accommodations multiply the base time allotted for the exam by increments of .05

Save Cancel

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: student

Filter by Cohort: Select a 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: student

Filter by Cohort: Select a 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	...

A red box highlights the Actions button for the student with the last name "DB". A second red box highlights the "Edit" and "Email" buttons in the Actions menu for the same student.

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



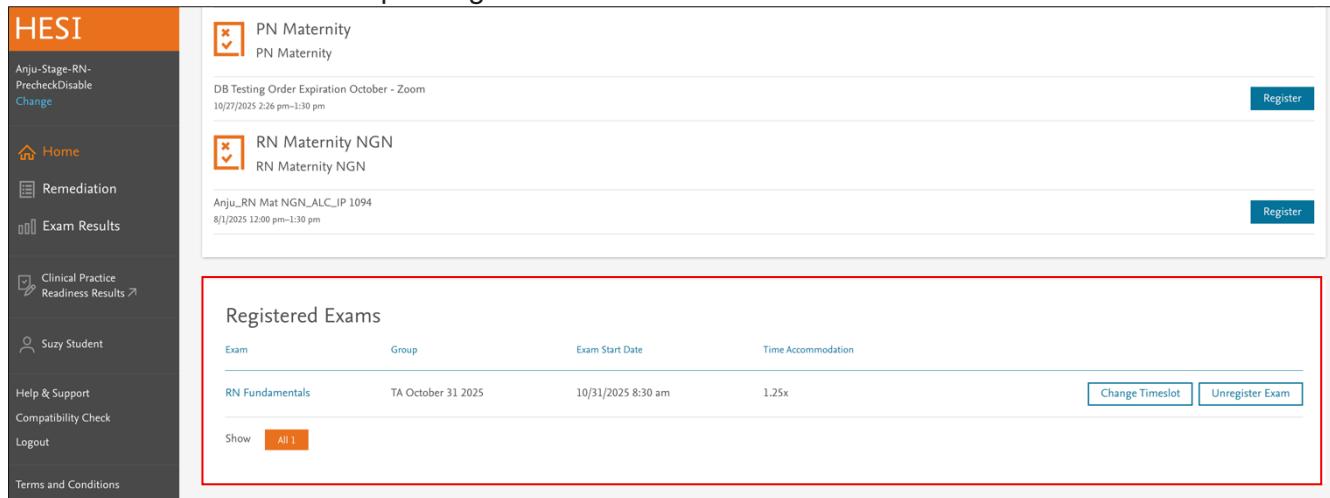
Note: The time accommodation setting list will be inaccessible to faculty with view only permissions. The edit button/section can **only** be used to view student information.

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.



The screenshot shows the HESI NG Student View homepage. On the left is a sidebar with links: Home, Remediation, Exam Results, Clinical Practice Readiness Results, Suzy Student, Help & Support, Compatibility Check, Logout, and Terms and Conditions. The main content area is titled "Registered Exams". It shows a table with three rows of exams:

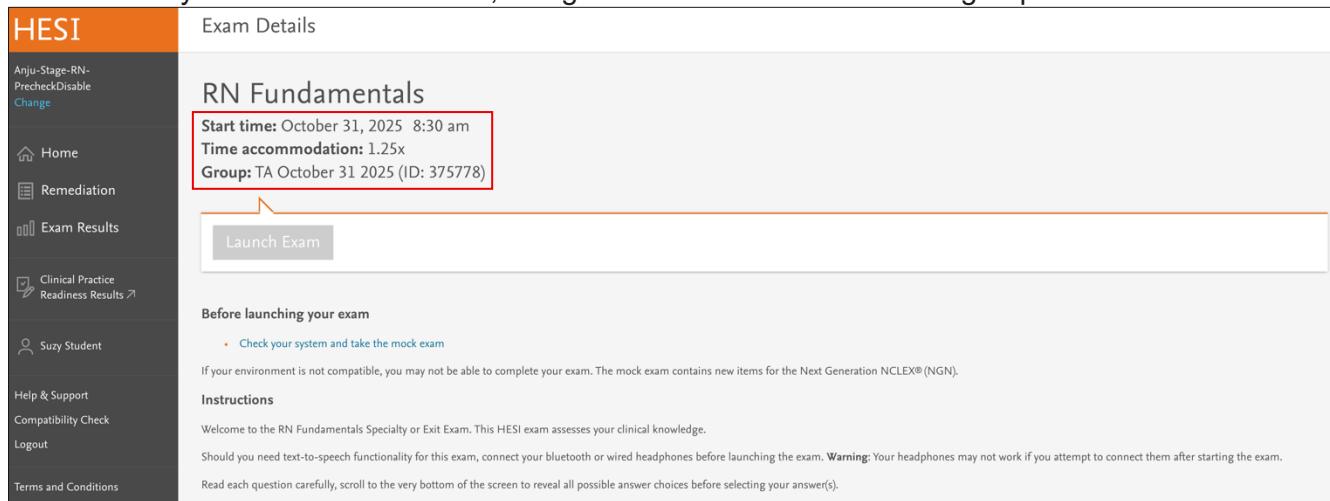
Exam	Group	Exam Start Date	Time Accommodation
PN Maternity	PN Maternity	10/27/2025 2:26 pm–1:30 pm	Register
RN Maternity NGN	RN Maternity NGN	8/1/2025 12:00 pm–1:30 pm	Register

Below the table is a section titled "Registered Exams" with a table:

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

Buttons for "Change Timeslot" and "Unregister Exam" are on the right. A "Show All 1" button is at the bottom left.

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 "Exam Details" page for the "RN Fundamentals" exam. The sidebar on the left is identical to the one in the previous screenshot. The main content area has a title "RN Fundamentals" and a box containing exam details:

Start time: October 31, 2025 8:30 am
Time accommodation: 1.25x
Group: TA October 31 2025 (ID: 375778)

A red box highlights this information. Below it is a "Launch Exam" button. Further down is a section titled "Before launching your exam" with a bullet point "Check your system and take the mock exam". A note states: "If your environment is not compatible, you may not be able to complete your exam. The mock exam contains new items for the Next Generation NCLEX® (NGN)." The "Instructions" section follows, with a note: "Welcome to the RN Fundamentals Specialty or Exit Exam. This HESI exam assesses your clinical knowledge." and "Should you need text-to-speech functionality for this exam, connect your bluetooth or wired headphones before launching the exam. **Warning:** Your headphones may not work if you attempt to connect them after starting the exam." The final note says: "Read each question carefully, scroll to the very bottom of the screen to reveal all possible answer choices before selecting your answer(s)."

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](#)

