HESI: HESI Exam Security Policy

All HESI exams and any accompanying rationales must be administered in a proctored environment as (i) HESI exams are protected under the Copyright Act and under contract as being confidential and (ii) administration in a secure environment helps protect the integrity of the HESI exams. Maintaining security ensures that (i) the exam results always reflect only student knowledge, skill, and understanding of the content area of the exam, and (ii) the exam results do not reflect unauthorized examinee access to content or information that led the student to answer questions differently than he/she would have based solely on his/her own knowledge, skill, and understanding.

I. **Legal Obligations for Test Security**

   A. All HESI materials are protected by the federal Copyright Act, 17 U.S.C. § 101, et seq. Further, all HESI exams are trade secrets and are the property of Elsevier. Access to all such materials, as further detailed below, is strictly conditioned upon agreement to abide by HESI's rights under the Copyright Act.

   B. In addition to being protected by federal copyright and trade secret laws, HESI exams are confidential under contractual obligations. As such, access to all such materials is strictly conditioned upon agreement by Authorized Users that they (i) will not copy, reproduce, adapt, disclose, or distribute examinations, in whole or in part, before, during, or after taking an exam, by any means now known or hereafter invented and (ii) will not reconstruct exam content from memory, by dictation, or by any other means or otherwise discuss exam content with others. Authorized Users further acknowledge that disclosure or any other use of HESI exam content constitutes professional misconduct and may expose them to criminal as well as civil liability, and may also result in Elsevier's imposition of penalties against them, including but not limited to, invalidation of examination results, exclusion from future examinations, suspension, and other sanctions.

   C. With respect to HESI practice products, rationales, and remediation content, Authorized Users agree that have access to such materials is strictly conditioned upon agreement that they (i) will not copy, reproduce, distribute, or make any adaptations of such materials in any manner and (ii) will not assist someone else in the infringement or misuse of these or any other Elsevier copyrighted works.

II. **Institution responsibilities to maintain HESI Exam Security – Elsevier requires its institutional customers to:**

   A. Establish Academic Honesty policies – An Academic Honesty Policy should be (i) detailed and specifically outline for students what is considered inappropriate behaviors

(ii) consistent in adhering to policy standards and (iii) managing infringements provides a message to students a breach in protocol is not acceptable.

B. For applicable exams, ensure that access codes are kept secure and delivered to the proctor and/or students in a secure manner.

C. Ensure that faculty members do not take HESI secure exams for any reason.

D. Ensure that every student who is allowed to test has their identity confirmed and is scheduled to take the current exam. Do not allow unconfirmed students to test.

E. Ensure that best practices of proctoring are used at all times (e.g., direct students to seats; do not allow a student to choose where to sit).

F. Ensure that no electronic device, photographic device, or cell phones are within sight of any student while testing is active. This includes rationale viewing.

G. Refrain from sharing a version number of an exam with students before, during, or after exam administration — to discourage illicit behavior among students, the administration of versions should be varied from cohort to cohort and semester to semester, when possible.

H. Establish a process to close exams as soon as the last student has finished testing to ensure that (i) no one else can use the access code for this session and (ii) remediation content is viewable in a timely manner. In the event that other students still need to test, Institution should administer a separate exam (ideally a different version) with a new access code.

I. Conduct a Score Analysis of student scores

1. Look for uncharacteristic scores that might indicate a student's score is not reflective of his/her true knowledge. This includes scores that are very high, very low, and/or very different from previous performance by that student (e.g., student scores in the 600s throughout the program and then a score in the 900s).

2. Pay particular attention to the scores of students who complete an exam very quickly or very slowly and check their scores against past performance to identify if their score was indicative of their knowledge.

J. Require Proctoring of all HESI exams to ensure (i) the highest possible validity for each exam score and (ii) to protect Elsevier's intellectual property. For example, if a student shares the content of an exam either exactly or imprecisely (like by sharing a potentially remembered question) the validity and usefulness of that item and/or exam is compromised.