HESI NG Custom Exams - Review Process

1. To review your HESI NG Custom Exam, start by logging into your Evolve account.

2. Click to access your HESI Faculty Access resource in My Evolve.

3. Under the Order Management section, click Custom Exam Review. For customers who started a Custom Exam Review before 2/19/2024, you will see two links for Exam Review. For Exams in Review prior to 2/19/2024 please select < 2/19/2024. For exam reviews after 2/19/2024, you will select >+ 2/19/2024.
***NOTE***: Before beginning the review, please be aware of your role in the review process. Faculty Reviewers will be able to access the exam, approve or reject questions, and leave comments. Reviewers MUST review the exam before the Faculty Approver. If the Approver reviews the custom exam first, the reviewers WILL NOT be able to view or make comments on any of the questions on the custom exam. Once the reviewers are done, the approver can view all the same questions and override any decisions made by the reviewers and reject or accept a question, then submit the final review.

4. To begin reviewing the exam, click Faculty Review title or Review from the menu to the right under the Action column.

5. The exam will load in the HESI Secure Browser. Please note that this environment will not allow you to copy text or take screenshots. To leave the testing environment, click Exit in the upper-right corner.

6. Once the HESI Secure Browser loads, this is what you will see:
7. In the middle of the page, you will have an area to enter general comments and save them.

8. Below, you will see a list of the exam questions identified by Item ID and Title. You will be able to see the specialty the question covers, whether it is marked as Accepted or Rejected, and whether you have Viewed the question.

9. Click a title to view the question or click Review under Action.

10. When the question displays, you will have access to view the full question and any answer choices. On the right, selecting Comment Reader ON, you will be able to enter any comments into the comment box. You will see other reviewers’ comments.
11. Questions can be marked as **Accept** or **Reject** or **Accept and back to Dashboard** or **Reject and back to Dashboard**.

12. Once you have reviewed the question and selected Accept or Reject, you will automatically move to the next question and will not be able to return to the item.

13. Questions you have viewed will be moved to the bottom of the list and the status will be updated. Once reviewers have viewed all questions, they can exit the exam by clicking EXIT in the upper right corner.

14. When the Approver has finished viewing all questions, they will click Submit Feedback.

15. When viewing unfolding items, you will be presented with all 6 items to review prior to accepting and rejecting. You can only approve or reject them all.
16. Once all items are reviewed, the Approver will verify that they wish to submit the final feedback by clicking YES.

17. Click OK to complete the feedback.

18. Click Exit in the upper-right corner to leave the review environment.

19. The Exam review is now marked as submitted. The items are no longer visible. Once submitted, if items need to be revised, the testing manager will return the exam for a second Faculty Review. Once the faculty has approved enough items for the test to be created, the testing manager will finalize the exam and it will be delivered two weeks prior to the scheduled exam administration date.