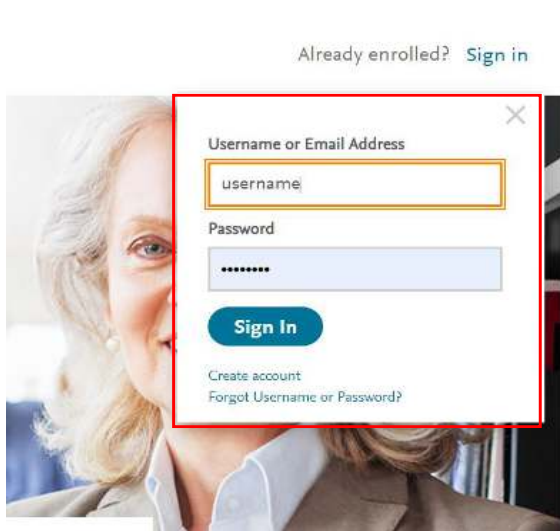
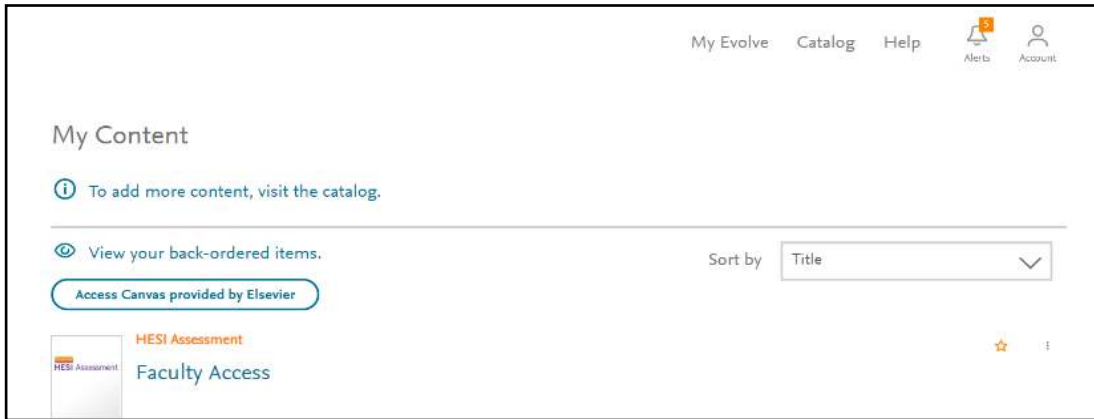


HESI NG Custom Exams - Review Process

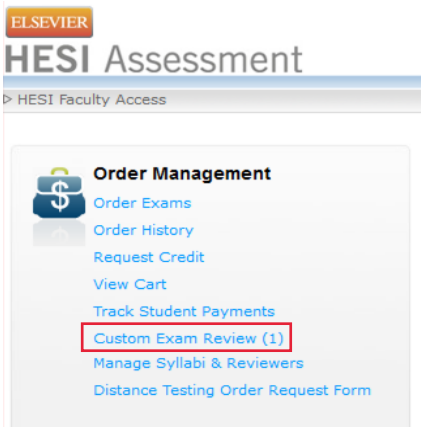
1. To review your HESI NG Custom Exam, start by logging into your Evolve account.



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.



HESI NG Custom Exams – Review Process

*****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.

The screenshot shows the QuAD Faculty Reviews dashboard. At the top, there are navigation links for 'Home' and 'Projects'. Below that, a summary table shows the status of reviews: Ready For Review (0), Review In Progress (1), Expired (0), and Submitted (0). The main table lists review items with columns for Name, Status, Item(s) In Faculty Review, Date Sent For Review, Feedback Due Date, Anniversary Date, and Schedule Exam Date. The first row is 'Custom Demo Fac Review_235540' with a status of 'Review In Progress'. A red box highlights the 'Faculty Review' link in the left sidebar, and another red box highlights the 'Review' button in the 'Action' column of the first row.

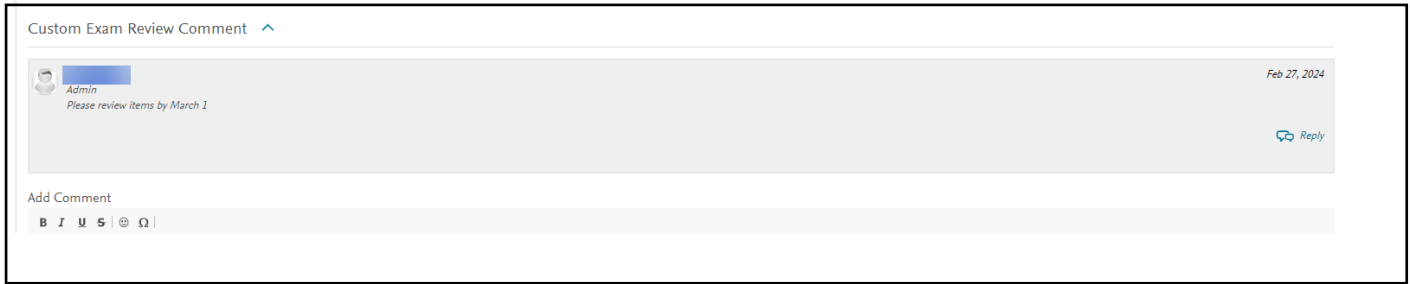
5. The exam will load in the HESI Secure Browser. Please note that this environment will not allow you to copy text or take screenshots. To leave the testing environment, click Exit in the upper-right corner.

The screenshot shows the QuAD Faculty Reviews dashboard with a HESI Secure Browser instructions window overlaid. The window contains the following text: 'Please follow the below steps to start taking your exam: Step 1: Click Here to download the HESI Secure Browser. Step 2: Click the "Save File" button in the download window. Step 3: Navigate to the default download location of the browser. Step 4: Locate the file with name...'. The background dashboard is partially visible, showing the same table as in the previous screenshot.

6. Once the HESI Secure Browser loads, this is what you will see:

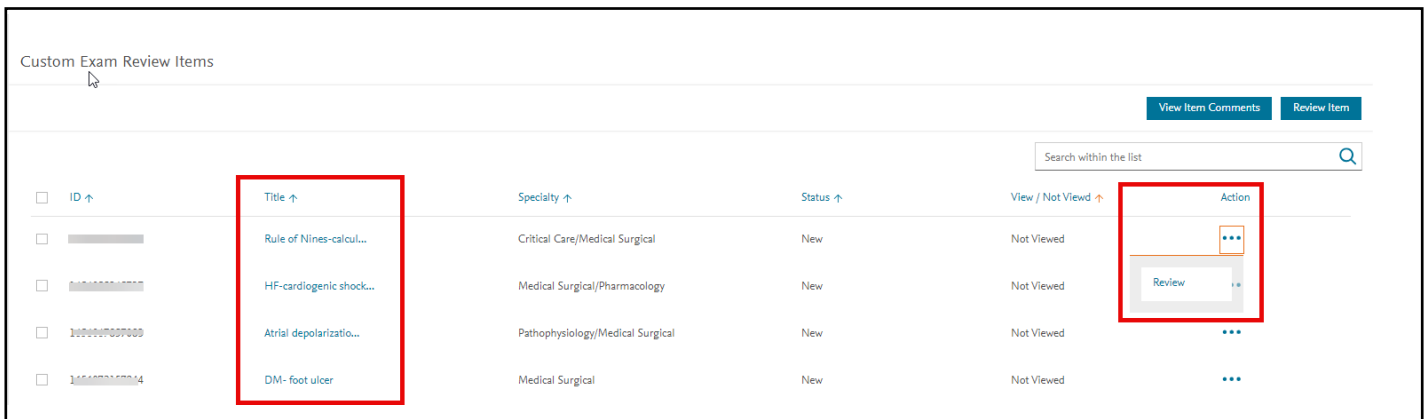
The screenshot shows the HESI Secure Browser interface. On the left, there is a 'Faculty Review' section with a table showing details for 'Custom Demo Fac Review_235540': Name, Status (Review In Progress), Updated Date (Mar 05, 2024), Feedback Due Date (Mar 12, 2024), Schedule Exam Date (Apr 16, 2024), and Send For Review Date (Feb 27, 2024). On the right, there are two summary tables: 'Items' and 'Users'. The 'Items' table shows: Total Items (33), Viewed (19), Not Viewed (14), Accepted By Default (14), Accepted (10), and Rejected (9). The 'Users' table shows: Faculty Approver (Contenta Instructora), Faculty Reviewer (Contente Instructore), and HESI (Api_hesi_prod Prod).

7. In the middle of the page, you will have an area to enter general comments and save them.

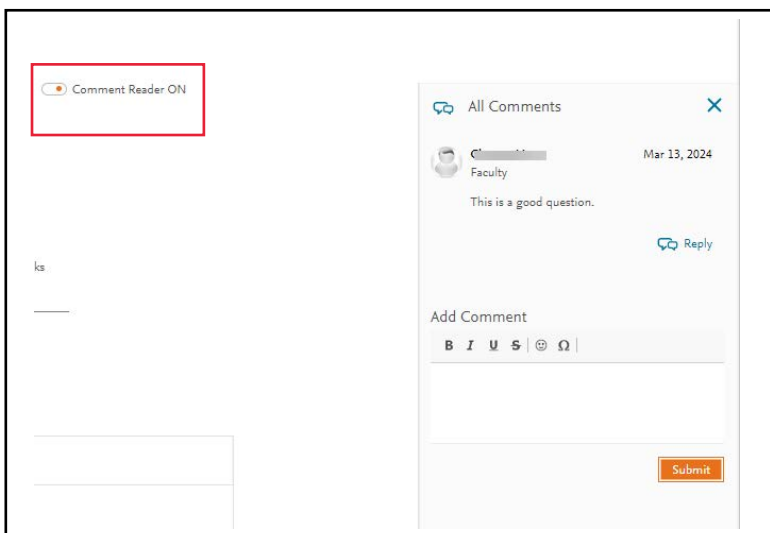


8. Below, you will see a list of the exam questions identified by Item ID and Title. You will be able to see the specialty the question covers, whether it is marked as Accepted or Rejected, and whether you have Viewed the question.

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.

Custom Demo Fac Review_235540 > 1656043576830 - Rule of Nines-calculate : Fill in the blank

Comment Reader OFF

A client is admitted with flash burns to the anterior surface of both arms, anterior trunk, and anterior surface of both legs. Using the rule of nines, what total percentage of the client's skin surface is burned? (Enter numeric value only. If rounding is required, round to the nearest whole number.)

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**.

<input type="checkbox"/>	646244580	ETER3 - Gram negativ...		New	Not Viewed
<input type="checkbox"/>	646244582	Hypertension Highlig...	Medical Surgical	New	Not Viewed
<input type="checkbox"/>	646244221	Hypertension 1		Rejected	Viewed
<input type="checkbox"/>	646244222	Hypertension 2		Rejected	Viewed
<input type="checkbox"/>	646244223	Hypertension 3		Rejected	Viewed
<input type="checkbox"/>	646244224	Hypertension 4		Rejected	Viewed
<input type="checkbox"/>	646244225	Hypertension 5		Rejected	Viewed
<input type="checkbox"/>	646244226	Hypertension 6		Rejected	Viewed

15. When viewing unfolding items ms, you will be presented with all 6 items to review prior to accepting and rejecting. You can only approve or reject them all.

Comment Reader ON

Unfolding Case Question 1 of 6

Patient Data
 History and Physical Nurses' Notes

Hypertension
 Hyperlipidemia
 Osteoarthritis
 GERD

Question Stem
 Highlight Text

The emergency department triage nurse reviews the admission history and completes an initial triage exam.

Click to highlight the 3 priority assessment findings that require follow up.

HeadacheDizzinessTemperature: 98.3° F (36.8° C)Heart rate: 79 beats/minuteRespirations: 18 breaths/minuteBlood pressure: 182/102 mmHgOxygen saturation: 97% on room airPain rating: 3 out of 10 in left leg

Next Item

All Comments

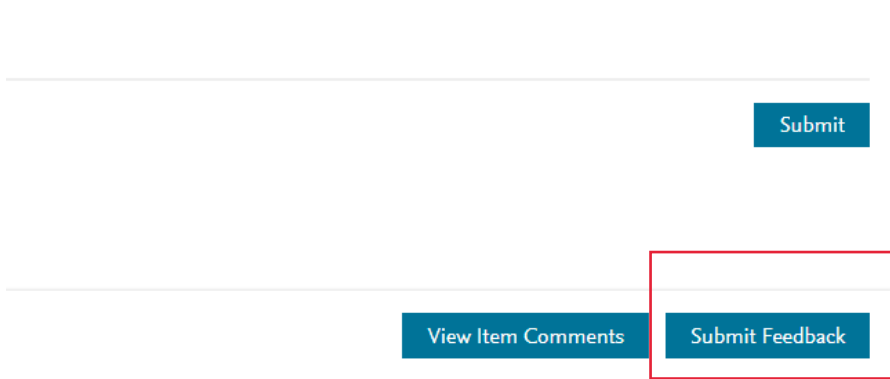
No Comments Found

Add Comment

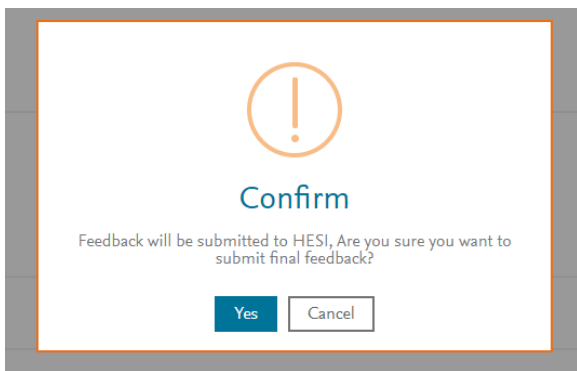
B I U S | ☺ | Ω |

Comment entered

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.