

HESI NG: Instructor Guide for HESI NG Exam Setup with ProctorU Remote Proctoring

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Exam Setup in your HESI NG Course for ProctorU Remote Proctoring

NOTE: Use your school ProctorU account so that you can see your students' scores.


***** Best Practice: Elsevier and ProctorU recommend that you enter an exam into HESI NG and ProctorU at least two weeks prior to the start of the exam window. *****

This gives test-takers enough time to schedule their exam appointment and helps ensure Elsevier and ProctorU can plan capacity needs appropriately.

To set up an exam for remote proctoring, your institution will need an existing account with ProctorU. You will create a new exam group in your HESI NG course and provide the URL and access code to ProctorU.

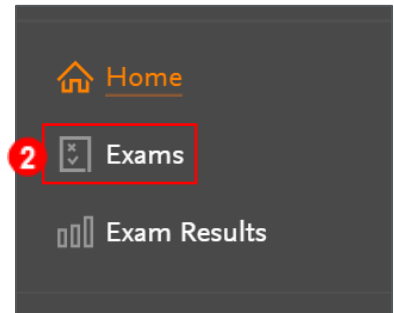
NOTE: Students will not register for the exam in HESI NG; they will register directly on the ProctorU site once the exam is set up there.

1. To create a new exam group, start in your HESI NG course.

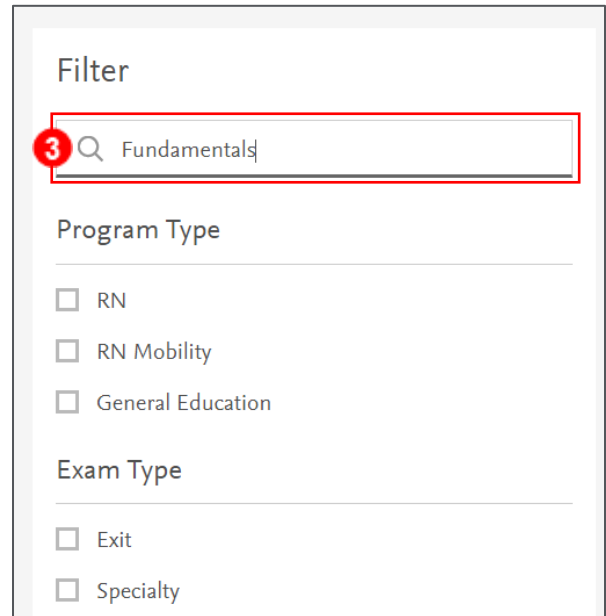
	HESI Assessment Next Generation
	HESI Assessment Next Generation
	COURSE ID 159640_username_3001 INSTRUCTOR Instructor Name



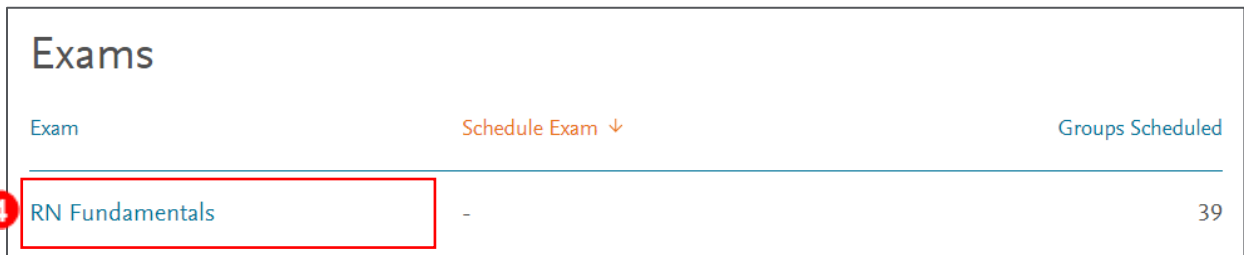
2. Click **Exams** in the left column.



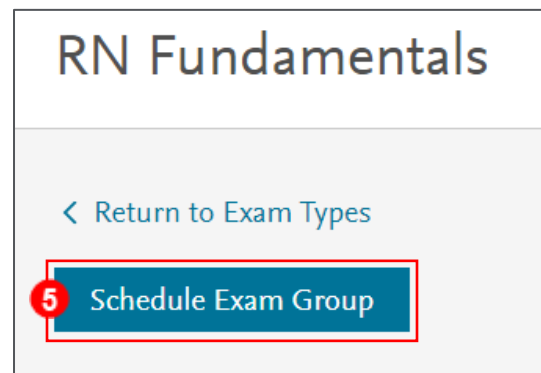
3. Use the filters to search for your exam.



4. Click the **Exam title** in the left column.



5. Click the **Schedule Exam Group** button at the top of the page.



6. Enter the settings for your exam.

- a. Under **How is this delivered/proctored?** Select **A remote proctor will monitor students during the exam.**
- b. Under **Remote vendor**, select **Proctor_U.**

How is this delivered/proctored?

A school proctor will monitor students during the exam.

A remote proctor will monitor students during the exam.

Remote vendor

Choose a vendor

- c. Under **When can students login to start the exam?**, enter the **window of time when students will be testing.** This may be for a certain timeframe on a single day, or it may span across multiple days.

NOTE: The time zone will adjust to your location.

When can students login to start the exam?

Note: The start and end time indicate the window of time available for students to login and start their exam.

Start date

11/09/2020 12 : 00 pm CST

End date

12/11/2020 01 : 30 pm CST

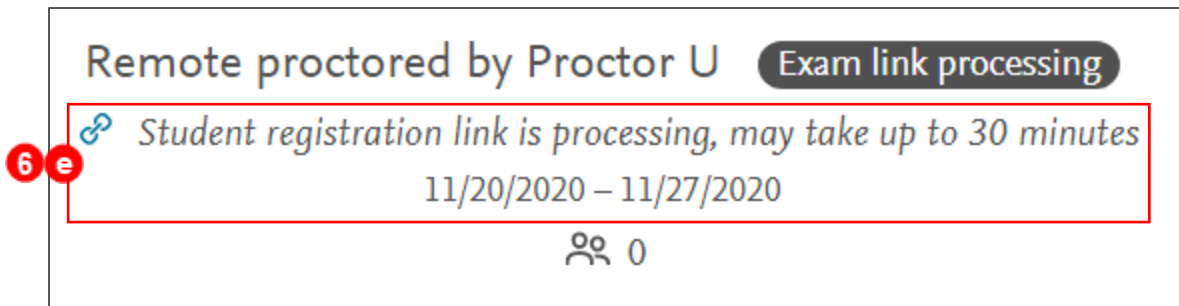
- d. Enter the remaining exam settings and click **Done** at the bottom of the page. A box will open to confirm that the remote exam link and access code will be available in approximately 30 minutes.

Exam

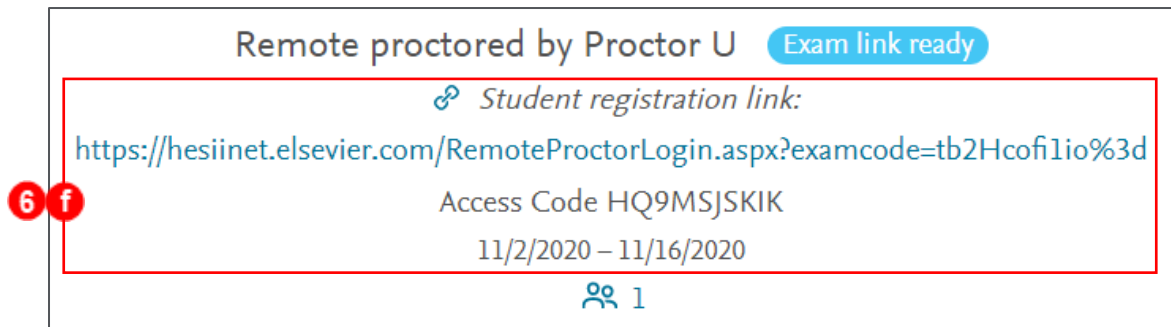
Remote proctored by Proctor U

i We are generating the remote exam link and access code that is required to set up this exam with your remote proctor. Check back here in 30 minutes to copy the exam link and access code.

- e. Under your exam it will indicate that the exam link is processing.



- f. Once the exam link and access code are available, they will be listed under the exam. (To return to the exam listings, click **Exams** in the left column, then select the **exam name** on the right.)



Once you have the exam link and the access code, you are ready to enter the exam into your ProctorU account.

***** NOTE: When entering this information in your ProctorU account,**

- **the HESI Student registration link will be referred to as the ProctorU Exam URL,**
- **and the HESI Access Code will be named the ProctorU Exam Password. *****

Entering Your HESI NG Exam into Your ProctorU Account

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***** Best Practice: Elsevier and ProctorU recommend that you enter an exam into HESI NG and ProctorU at least two weeks prior to the start of the exam window. *****

This gives test-takers enough time to schedule their exam appointment and helps ensure Elsevier and ProctorU can plan capacity needs appropriately.



The exam must first be set up in your HESI Assessment Next Generation course. This will provide the URL and access code/password that you will need to enter when scheduling the exam in ProctorU.

When you log into your ProctorU account, you may take advantage of their step-by-step guide for an exam by clicking the **Exam Entry Guide** button, or you may follow the instructions below:

1. Log in to your ProctorU account.
2. In the top right of the home page, click **Add New**.
3. Select **Exam**. This will navigate you to another page where you can enter the exam details.
4. Complete the **Exam Entry** form. If you need help understanding what a field is referring to while entering an exam, hover over the black information bubbles on the page or click the blue question mark circle next to **New Exam** at the top of the page for step-by-step guidance.

Fill in the following details to complete the form:

- **Exam Title** – The name displayed for the exam, including the course number if applicable.
- **Department** – The department associated with the course.
- **Incident Users** – Additional ProctorU account holders who need to receive notifications for incidents related to the exam.



The screenshot shows a section titled "Incident Users" with an information icon. Below the title is a dropdown menu labeled "Incident User" with a downward arrow. To the right of the dropdown is a red "Remove" button. Below the dropdown and button is a yellow "Add User" button.

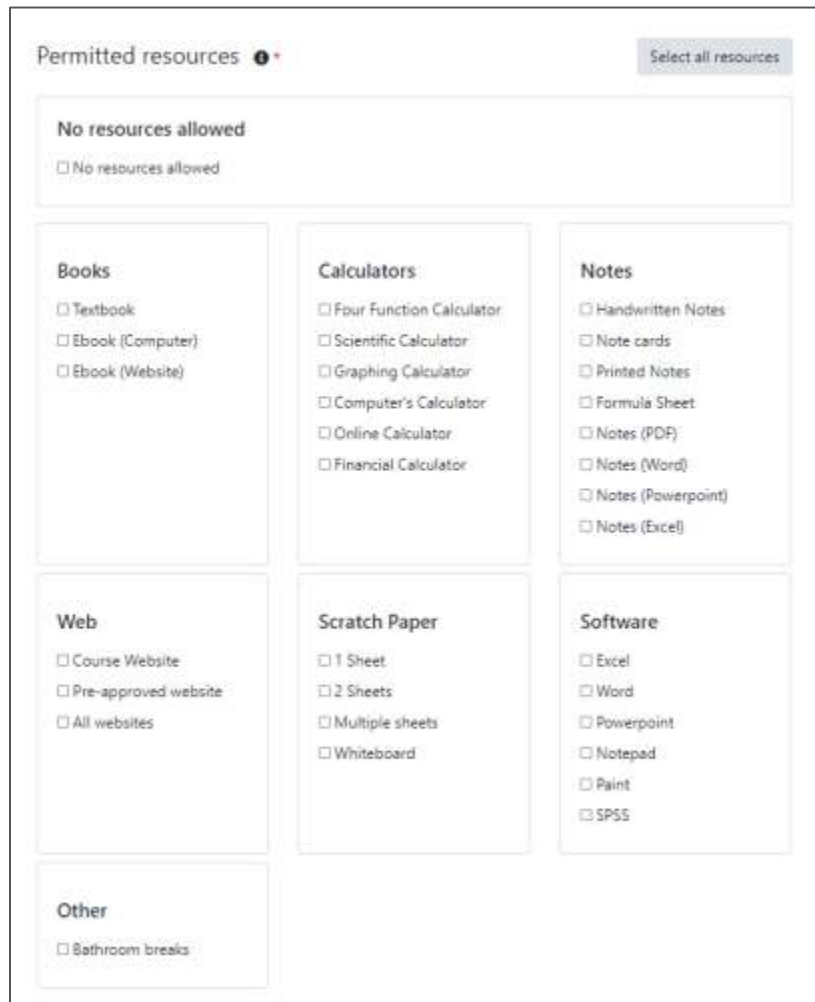
- **Instructors** – Additional instructors who need to be associated with the exam.




The screenshot shows a section titled "Instructors". Below the title is a dropdown menu labeled "Instructor" with the text "Select Instructor" and a downward arrow. To the right of the dropdown is a red "Remove" button. Below the dropdown and button is a yellow "Add Instructor" button.

- **Term** – The active term that needs to be associated with the exam.
- **Duration** – The amount of time a test-taker has to complete the exam (given in minutes).

- **Exam URL** – The web address where the exam is hosted. This address will be provided by your Learning Management System (LMS) or you Exam Delivery Platform.
- **Exam Password** – The password that unlocks the exam within you LMS or Exam Delivery Platform. Please note no test-takers will ever see this password.
- **Terms of Service** – This is an optional field that allows you to enter exam-specific terms and conditions that a test-taker must agree to prior to beginning the exam.
- **Permitted Resources** – A list of checkboxes for resources you would like to allow your test-takers to use.



Permitted resources  Select all resources

No resources allowed

No resources allowed

Books

Textbook

Ebook (Computer)

Ebook (Website)

Calculators

Four Function Calculator

Scientific Calculator

Graphing Calculator

Computer's Calculator

Online Calculator

Financial Calculator

Notes

Handwritten Notes

Note cards

Printed Notes

Formula Sheet

Notes (PDF)

Notes (Word)

Notes (Powerpoint)

Notes (Excel)

Web

Course Website

Pre-approved website

All websites

Scratch Paper

1 Sheet

2 Sheets

Multiple sheets

Whiteboard

Software

Excel

Word

Powerpoint

Notepad

Paint

SPSS

Other

Bathroom breaks

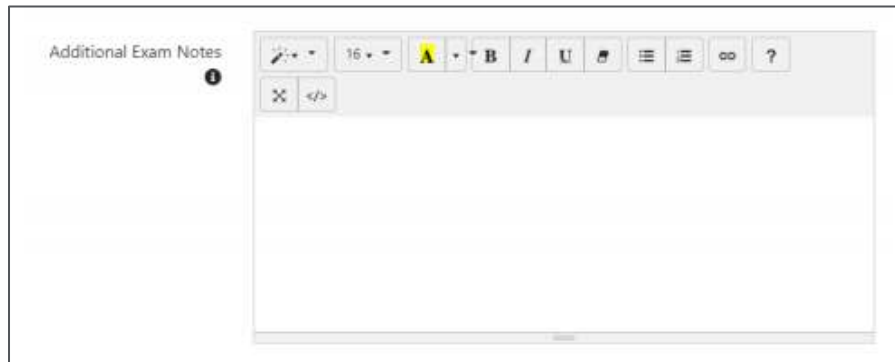
- **Permitted Browsers** – A list of checkboxes for Internet browsers your test-takers are allowed to use.

- **Other Allowed Resources** – An open field where you may expand details about a selected permitted resource, or you may enter additional permitted resources that are not included in the set provided.
- **Expected Number of Test-Takers** – An estimate of the number of test-takers you expect to fulfill a reservation with ProctorU. This should match the number of licenses you have for the exam.



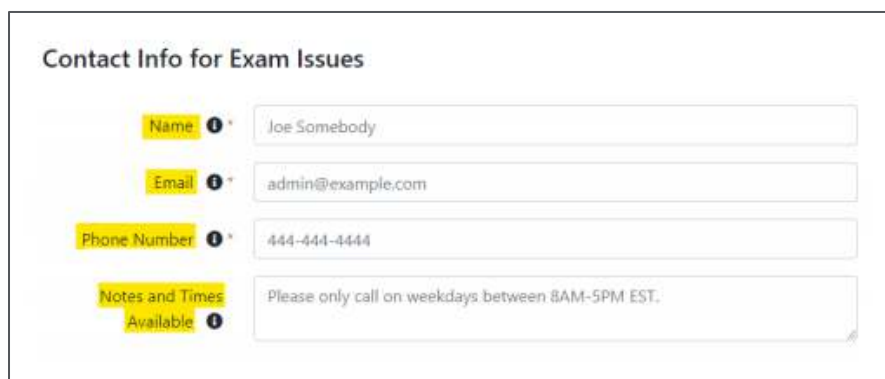
A screenshot of a form field labeled "Expected No. of Test-Takers" with a required field indicator (red asterisk) and an information icon. The input field contains the number "15".

- **Additional Exam Notes & Accommodations** – Additional notes or instructions that only the proctor will see. This is where any special test-taker accommodations must be listed.



A screenshot of a form field labeled "Additional Exam Notes" with a required field indicator (red asterisk) and an information icon. The field contains a rich text editor toolbar with icons for undo, redo, font color, bold, italic, underline, link, unlink, list, and help. Below the toolbar is a large empty text area for entering notes.

- **Scheduling Notifications** – Additional email addresses that need to receive notifications when an exam is scheduled by a test-taker.
- **Contact Information for Exam Issues** – Contact details for the person who needs to be reached in the event a test-taker experiences an issue that cannot be resolved by the test-taker or the proctoring staff. This person needs to be available the duration of the exam window. Please include the name, email, phone number, availability times and time zone.



A screenshot of a form titled "Contact Info for Exam Issues". It contains four input fields, each with a required field indicator (red asterisk) and an information icon:

- Name**: Joe Somebody
- Email**: admin@example.com
- Phone Number**: 444-444-4444
- Notes and Times Available**: Please only call on weekdays between 8AM-5PM EST.

- **Exam Windows** – The blocks of time when an exam should be available for test-takers to schedule a session with ProctorU.

NOTE: this is slightly different from the exam window entered into your LMS (Evolve).

- **First Appointment** – The first time test-takers can schedule to begin an exam session.
 - **Last Appointment** – The last available appointment to begin an exam session with ProctorU. This is not the time your test-taker will submit their exam. We recommend providing 90 minutes of additional time after the last available scheduling time and exam closure in the event a test-taker has technical issues.
5. Once you have finished filling out the form, select **Submit for review**.
 6. A notification will be sent to ProctorU’s support team letting them know you have a pending exam for review. They will determine whether all information meets standards of best practice and activate the exam.

END OF GUIDE