HESI NG Custom Exams – Review Process

This guide will show the review process for HESI NG Custom Exams.

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.
4. **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.

5. On the right, there is a Compatibility Check. Click to run this check. It will make sure you will be able to run the testing environment to review the exam.

6. Once the check is finished, click **HESI Faculty Review Home** to return to the main screen.

7. To begin reviewing the exam, click **Review**.
8. The exam will load in the HESI lockdown 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.

9. On this page, you will have an area to enter general comments and save them.

10. 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.

11. Click a title to view the question.
12. When the question displays, you will have access to view the full question and any answer choices. Below, you will be able to enter any comments into the comment box. At the bottom you will see other reviewers’ comments.

13. Questions can be marked as Accepted or Rejected.

14. Once you have reviewed the question and accepted or rejected it, click **Submit** to move to the next question.

15. Click **Submit & Go Back** to return to the main list of questions.

16. Questions you have viewed will be moved to the bottom of the list and the status will be updated.

17. Once reviewers have viewed all questions, they can exit the exam by clicking **Exit** in the upper-right corner.

18. When the Approver has finished viewing all questions, they will click **Submit Feedback** at the bottom of the page.
19. The Approver will verify that they wish to submit the final feedback by clicking OK.

20. Click OK to complete the feedback.

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

22. The Exam review is now marked as submitted. 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.

END OF GUIDE