

HESI Next Generation: Scheduling an Exam

Scheduling an Exam

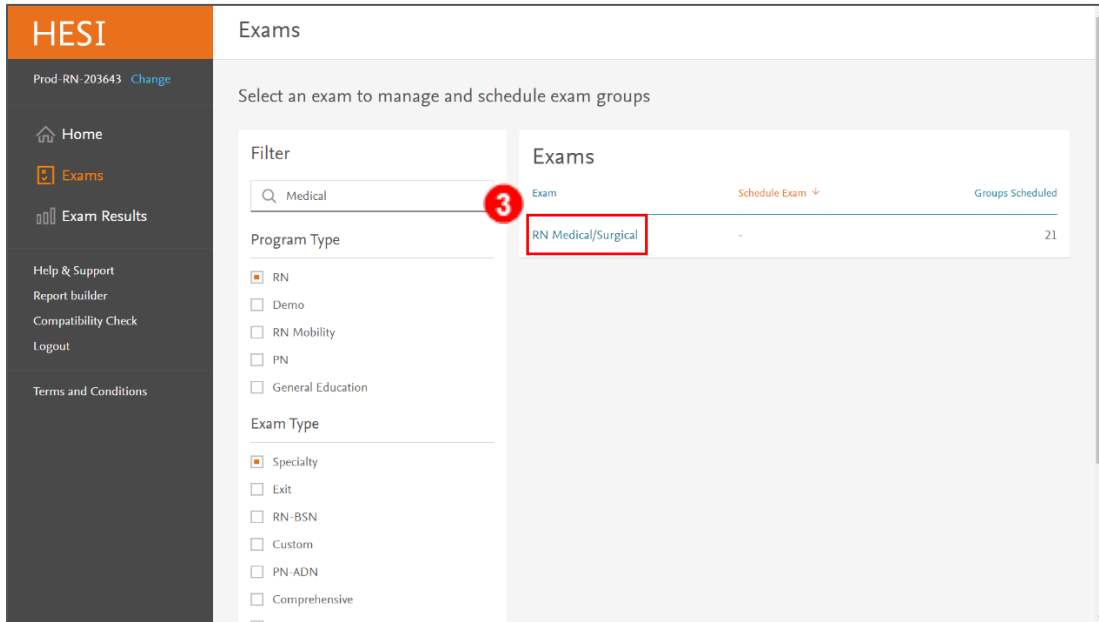
1. To schedule a HESI Next Generation exam, start in your HESI Next Generation course. On the left, click **Exams**.

The screenshot shows the HESI Next Generation interface. The left sidebar has a red circle with the number 1 next to the 'Exams' link. The main content area shows the 'Exams' section with a 'Manage exam settings and schedules' link. Below this, there are tabs for 'Scheduled' and 'Completed'. A table lists exams with columns for Exam, Group, Exam Status, Exam Start Date, and Registered Students. The first row shows 'RN Maternity' with a 'Proctor Launch Button on RP' and a 'Proctor Launch' button. Below the table, there is a 'Show' button and a link to 'All 1'. Below the table, there is a 'Remediation' section with a message: '163 of 169 recent exam groups contain essential remediation packets with a due date'. Below this, there is a table with columns for Exam, Group, Exam Start Date, and Remediation Due Date. The first row shows 'RN Maternity' with a group of 'March13_RN Maternity' and a remediation due date of '4/9/2020 11:00 am'.

2. The exams page will list all available HESI NG exams. Use the **filters** on the left to locate your exam.

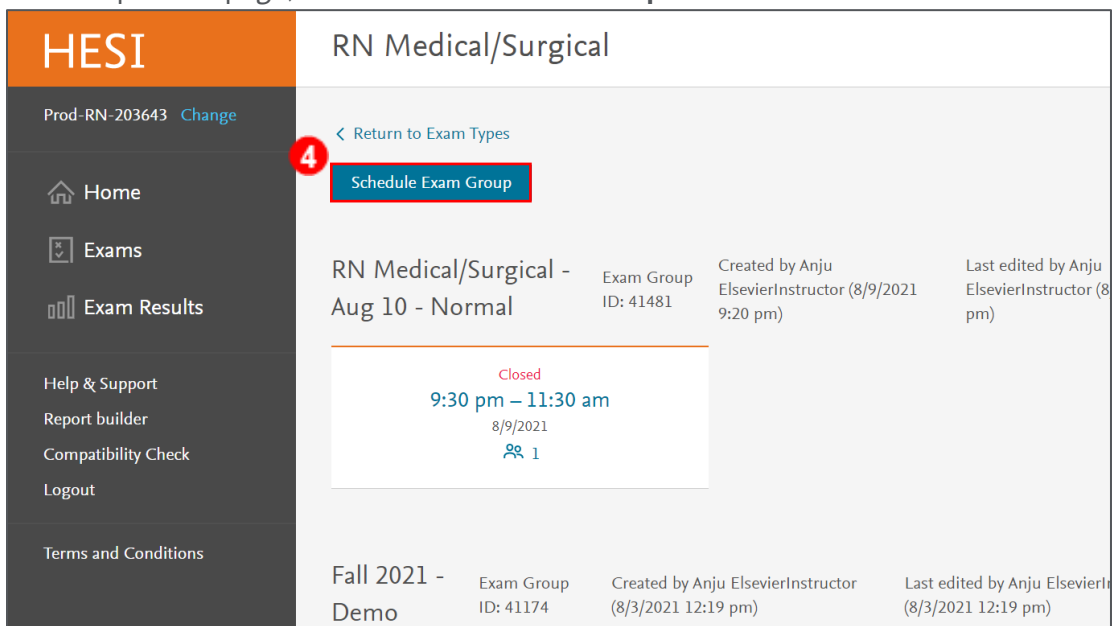
The screenshot shows the HESI Next Generation interface with the 'Exams' section selected. The left sidebar has a red circle with the number 2 next to the 'Exams' link. The main content area shows the 'Exams' section with a 'Select an exam to manage and schedule exam groups' message. Below this, there is a 'Filter' section with a search bar and two filter categories: 'Program Type' and 'Exam Type'. The 'Program Type' filter has options for RN, Demo, RN Mobility, PN, and General Education. The 'Exam Type' filter has options for Specialty, Exit, RN-BSN, Custom, PN-ADN, and Comprehensive. To the right of the filters, there is a table with columns for Exam, Schedule Exam, and Groups Scheduled. The table lists various exams, including 'RN Maternity' and several 'AL Standard' exams.

- Click the name of your exam on the right.



The screenshot shows the HESI Exams interface. On the left is a sidebar with navigation links: Home, Exams, Exam Results, Help & Support, Report builder, Compatibility Check, Logout, and Terms and Conditions. The main content area is titled 'Exams' and includes a filter section on the left with checkboxes for Program Type (RN, Demo, RN Mobility, PN, General Education) and Exam Type (Specialty, Exit, RN-BSN, Custom, PN-ADN, Comprehensive). The 'RN' program type and 'Specialty' exam type are selected. The main table lists exams, with 'RN Medical/Surgical' highlighted in a red box and marked with a red circle containing the number 3. The table has columns for Exam, Schedule Exam, and Groups Scheduled.

- At the top of the page, click **Schedule Exam Group**.



The screenshot shows the HESI RN Medical/Surgical exam group page. The sidebar is the same as in the previous screenshot. The main content area is titled 'RN Medical/Surgical' and includes a '< Return to Exam Types' link and a 'Schedule Exam Group' button, which is highlighted with a red box and marked with a red circle containing the number 4. Below this, there is a section for 'RN Medical/Surgical - Aug 10 - Normal' with details: Exam Group ID: 41481, Created by Anju ElsevierInstructor (8/9/2021 9:20 pm), and Last edited by Anju ElsevierInstructor (8/9/2021 9:20 pm). A 'Closed' status is shown with a time range of 9:30 pm – 11:30 am on 8/9/2021, and a group icon with the number 1. At the bottom, there is a section for 'Fall 2021 - Demo' with details: Exam Group ID: 41174, Created by Anju ElsevierInstructor (8/3/2021 12:19 pm), and Last edited by Anju ElsevierInstructor (8/3/2021 12:19 pm).

5. The scheduling form will load. Enter the **Exam Session Name**. This should be a unique name that identifies the session. This will be seen by students and will be used to identify the exam results from the session. Select the **Cohort** of students that will be taking the exam and select the exam version. Students can only take exams scheduled for their unique cohort. **Exam versions** can be taken in any order; however, a student can only take each version once.

Schedule an Exam: RN Medical/Surgical

1 Exam Session Settings

5 Exam session name

Summer 2021 - Accelerated - 1st attempt

Note: The exam session name is used to differentiate exam sessions of the same exam type. This name will be visible to students.

5 Choose a cohort

RN BSN Accelerated Jul2025 (OrderID 183545 - 59 exams remaining, expires: 12/31/202) ▼

5 Choose an exam version

1 ▼

How is this delivered/proctored?

☒ A **school proctor** will monitor students during the exam.

☐ A **remote proctor** will monitor students during the exam.

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

6. Select how the exam will be **delivered and proctored**. Choose **School Proctor** if you will be proctoring the exam on campus. Using the date and time tools below, select the starting and ending date and times for the exam session. Then click **Add Time Slot**. If you will be giving the exam at multiple times, enter any additional times and click Add Time Slot. The starting and ending times will indicate the window of time when a student can log into the exam. It is not a timer.

RN BSN Accelerated Jul2025 (OrderID 183545 - 59 exams remaining, expires: 12/31/202
)

Choose an exam version

1

6

How is this delivered/proctored?

☒ A school proctor will monitor students during the exam.
☐ A remote proctor will monitor students during the exam.

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.

9/3/2021 12:00 pm–1:30 pm

0 edit remove

9/10/2021 2:00 pm–3:30 pm

0 edit remove

6

09/10/2021

02 : 00 pm CST

–

03 : 30 pm CST

6

Add Time Slot

7. If you will be using a remote proctoring service, select **Remote Proctor**. Select your school's **remote vendor**. Enter the starting and ending dates and times when the students will be able to take the exam. The vendor will provide specific start times for the students to register within this window.

Choose an exam version

1

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

PROCTOR_U

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

09/03/2021 02 : 00 pm CST

End date

09/17/2021 03 : 30 pm CST

8. The timer section will provide a recommended time limit for the exam. This can be changed to match your school's testing policy. Select whether you would like to **display the timer to students**. Select whether to force complete students when time expires. If you will not be using a timer, switch the toggle on the right to **Off**. A pop-up calculator is available for students on all test questions. To turn this off, switch the toggle on the right to **Off**.

09/03/2021 02 : 00 pm CST - 03 : 30 pm CST

Add Time Slot

Time this exam? 8 ☒ On

Timer will start when students see their first question.

Exam length

74 minutes

About 1 mins 20 secs per item

8 ☒ Display timer to students during the exam

☐ Force complete students when time expires

Calculator? 8 ☒ On

Calculator will be available to students.

Which items are shown immediately after the student answers the last exam question?

☒ Show rationales

9. Select the items that will be shown to students after each student completes the exam. By default, students will see the rationales for the questions they missed, their HESI score, and their conversion score. These items can be turned off individually by unchecking each item. Choose when the detailed exam results will be available to students. This includes the students' scores and a detailed analysis of their category performance. The detailed results can be released **after the exam session is complete, after the individual student is complete**, or you can choose to **not make the detailed results available**.

The screenshot shows a settings window titled "PN Medical/Surgical". It contains two main sections:

- Calculator?**: A toggle switch is set to "On". Below it, a note states: "Calculator will be available to students."
- Which items are shown immediately after the student answers the last exam question?**: A red circle with the number "9" is next to a list of three items, each with a checkbox:
 - ☒ Show rationales
 - ☒ Show HESI score - e.g., 850
 - ☒ Show Conversion score - e.g., 70.00
- Detailed exam results?**: A red circle with the number "9" is next to a section titled "Choose when detailed exam results will be available to students". It contains three radio button options:
 - ☒ After this exam session is complete (default)
 - ☐ After the student exam is completed
 - ☐ Don't make detailed results available to students

Below the radio buttons, a note states: "Detailed exam results include student's HESI score and conversion score in addition to detailed analysis of category performance. **It does not include rationales.**"

10. Remediation will be turned on by default, but can be turned off by switching the toggle on the right to **Off**. The default remediation score is 900. This means that for any concept where a student scores less than 900, they will receive a packet of remediation materials. This score can be changed according to your remediation policy. Below, select when students will have access to remediation materials. This can be **after the exam session is complete**, **after each student completes the exam**, or at a **custom date and time** of your choosing.

PN Medical/Surgical

☐ After the student exam is completed

☐ Don't make detailed results available to students

Detailed exam results include student's HESI score and conversion score in addition to detailed analysis of category performance. **It does not include rationales.**

2 Remediation Settings

10 Provide remediation? ☒ On

Enable remediation to provide review packets for each student based on their exam performance.

Students will receive packets for **concepts** in which their score is less than:

900

10 Students get access to remediation materials:

☒ After this exam session is complete (default)

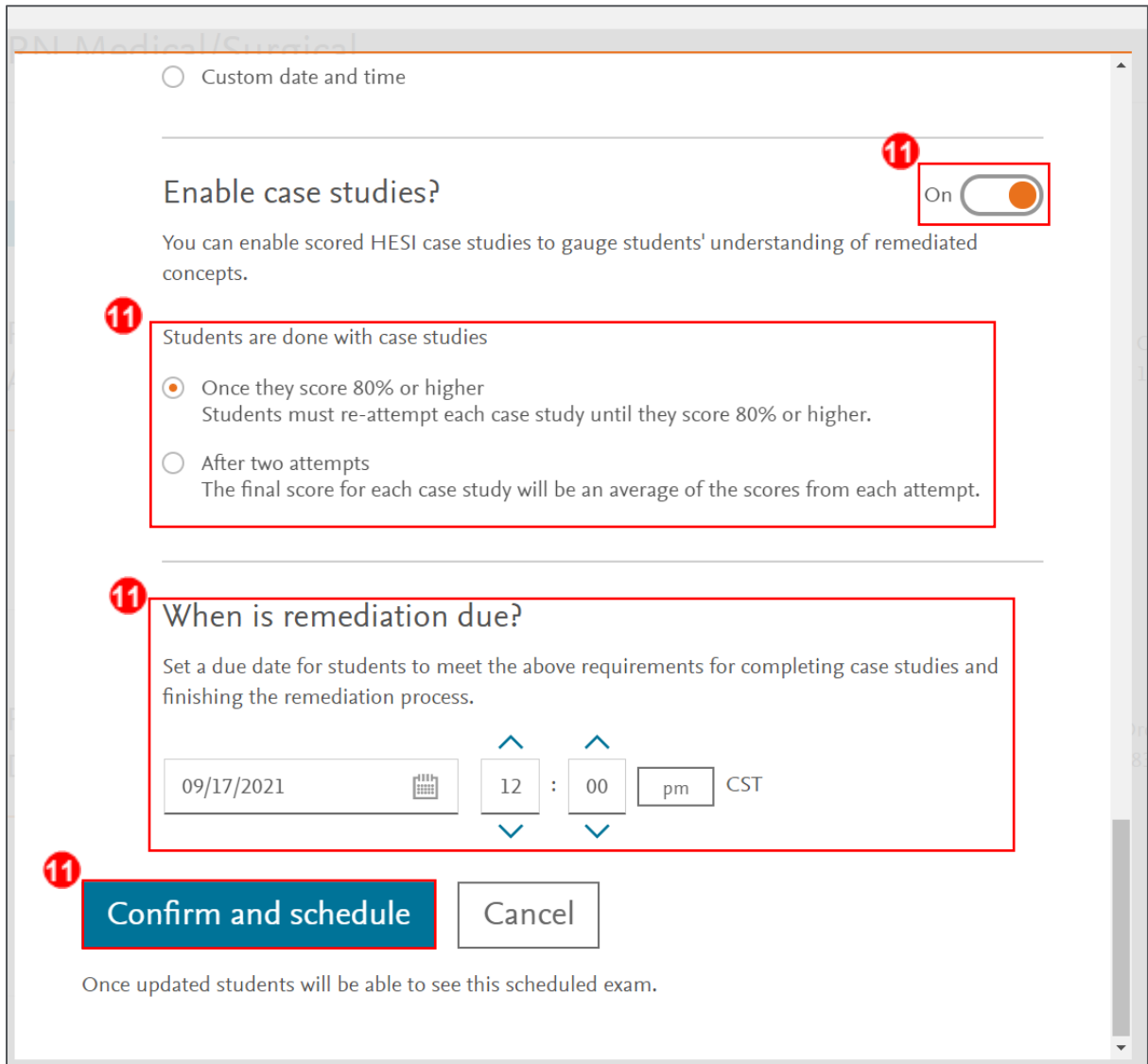
☐ After each individual student completes their exam

☐ Custom date and time

Enable case studies? ☒ On

You can enable scored HESI case studies to gauge students' understanding of remediated

11. Case studies will be enabled by default. If turned on, students will be provided with HESI Case studies as part of their remediation. You can choose how the case studies are marked completed. Students can repeat each case study until achieving an 80% or they will make two attempts and receive an average score from both attempts. Case studies can be turned off by toggling the button on the right to **Off**. Select a due date for remediation. Students will still be able to view their remediation after the due date. To complete the Exam session setup, click Confirm and Schedule.



PN Medical/Surgical

☐ Custom date and time

11 Enable case studies?

You can enable scored HESI case studies to gauge students' understanding of remediated concepts.


11 Students are done with case studies

☒ Once they score 80% or higher
Students must re-attempt each case study until they score 80% or higher.

☐ After two attempts
The final score for each case study will be an average of the scores from each attempt.

11 When is remediation due?

Set a due date for students to meet the above requirements for completing case studies and finishing the remediation process.

09/17/2021  12 : 00 pm CST

11

Once updated students will be able to see this scheduled exam.

12. Once scheduled, the session will be listed on the exam's page. You can go back and change the exam settings by clicking **Edit** or you can remove the exam completely by clicking **Delete**.

HESI
Prod-RN-203643 [Change](#)

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RN Medical/Surgical - Aug 10 - Normal
Exam Group ID: 41481
Created by Anju ElsevierInstructor (8/9/2021 9:20 pm)
Last edited by Anju ElsevierInstructor (8/9/2021 9:31 pm)
Order ID: 183545
[Delete](#) [Edit](#)

Summer 2021 - Accelerated - 1st attempt
Exam Group ID: 42070
Created by Anju ElsevierInstructor (8/20/2021 3:11 pm)
Last edited by Anju ElsevierInstructor (8/20/2021 3:11 pm)
Order ID: 183545
[Delete](#) [Edit](#)

9:30 pm - 11:30 am
8/9/2021
1

12:00 pm - 1:30 pm
9/3/2021
0

2:00 pm - 3:30 pm
9/10/2021
0

13. The exam session will also appear in the Exams section on the HESI NG home page.

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Home

Exams
[Manage exam settings and schedules >](#)

[Scheduled](#) [Completed](#)

Exam	Group	Exam Status	Exam Start Date	Registered Students
RN Medical/Surgical	Summer 2021 - Accelerated - 1st attempt	Proctor Launch	Not Started	9/3/2021 0
RN Maternity	Proctor Launch Button on RP	Proctor Launch	In Progress	8/6/2021 0

Show [All 2](#)

End of Guide