

# HESI® NG: Instructor Guide for HESI NG Exam Setup with Proctorio and Canvas (or Your Institution's LMS)

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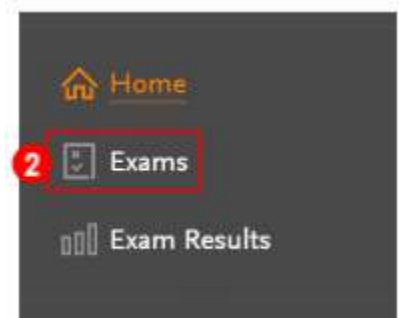
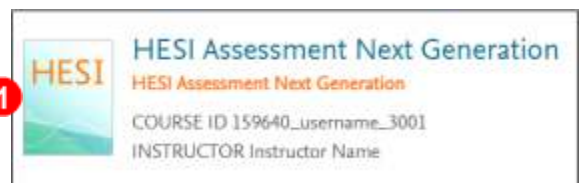
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**NOTE:** You must use Canvas or your institution's LMS to create a HESI exam placeholder in which to enter the Proctorio exam link. Canvas is shown, but you will be doing similar tasks in your LMS. The Evolve LMS cannot be used for this part.

## Exam Setup in Your HESI NG Course for Proctorio Remote Proctoring

**NOTE:** Proctorio cannot be used with HESI Legacy (iNet) exams.

1. To create a new Exam Group, start in your HESI NG Course. This may be accessed through your Evolve account or through your Canvas Course.
2. Click **Exams** in the left column.



3. Use the **filters** to search for your exam.

Filter

3 Q Fundamentals

Program Type

RN

RN Mobility

General Education

Exam Type

4. Click the **exam title** in the right column.

Exam	Schedule Exam	Groups Scheduled
4 RN Fundamentals	-	39

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

RN Fundamentals

< Return to Exam Types

5 Schedule Exam Group

6. Enter the settings for your exam.

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

How is this delivered/proctored?

A school proctor will monitor students during the exam.

6 a  A remote proctor will monitor students during the exam.

Remote vendor

b Choose a vendor

- c. Under **When can students log in to start the exam?** enter the window of time when the 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 [calendar icon] 12 : 00 pm CST

End date  
12/11/2020 [calendar icon] 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 [close icon]

**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.

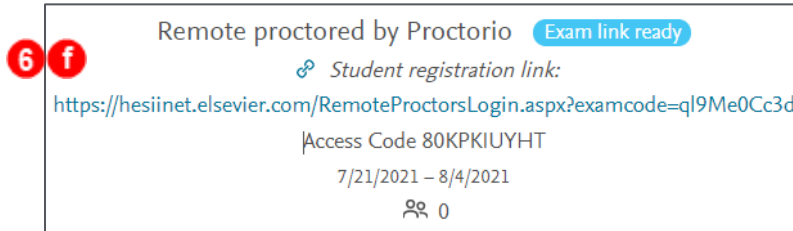
Remote proctored by Proctorio **Exam link processing**

**e** Student registration link is processing, may take up to 30 minutes

7/21/2021 - 8/4/2021

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- 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.)

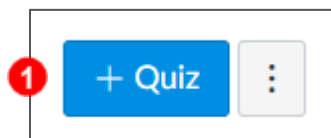


Once you have the **exam link** and the **access code**, you are ready to enter the exam into Canvas (or your institution's LMS).

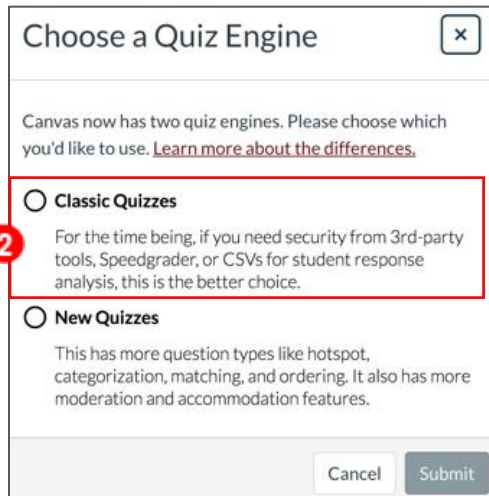
## Create your Exam in Canvas (or Your Institution's LMS) and Link It to Proctorio

**NOTE:** In this section, you will be taking the Proctorio exam link and access code you received and creating a HESI exam placeholder in your institution's LMS. The Canvas LMS is shown, but you will be doing similar actions of making a quiz with specific instructions on using Proctorio if using a different LMS. You cannot use the Evolve LMS for this part.

1. After setting up your exam in HESI sign into your Canvas course, navigate to **Quizzes**, and click to add a new quiz.



2. You may be asked to select a **Quiz Engine**. If so, select **Classic Quizzes** and click **Submit**.



Choose a Quiz Engine

Canvas now has two quiz engines. Please choose which you'd like to use. [Learn more about the differences.](#)

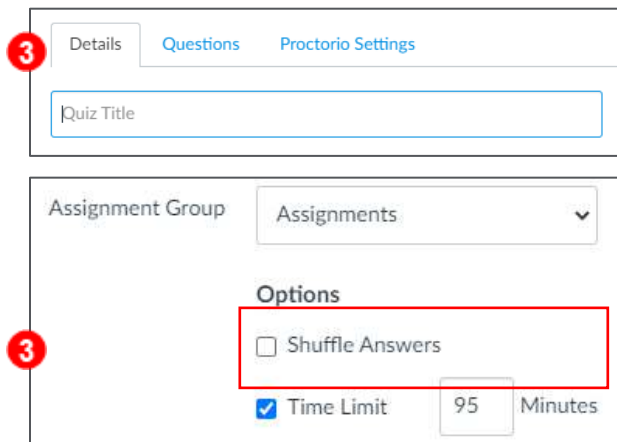
**Classic Quizzes**  
For the time being, if you need security from 3rd-party tools, Speedgrader, or CSVs for student response analysis, this is the better choice.

**New Quizzes**  
This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

Cancel Submit

3. Enter a **title for the exam** and add a **time limit in Canvas**.

**NOTE:** the exam time limit does not start for your student until after the Proctorio pre-checks are complete.



Details Questions Proctorio Settings

Quiz Title

Assignment Group Assignments

**Options**

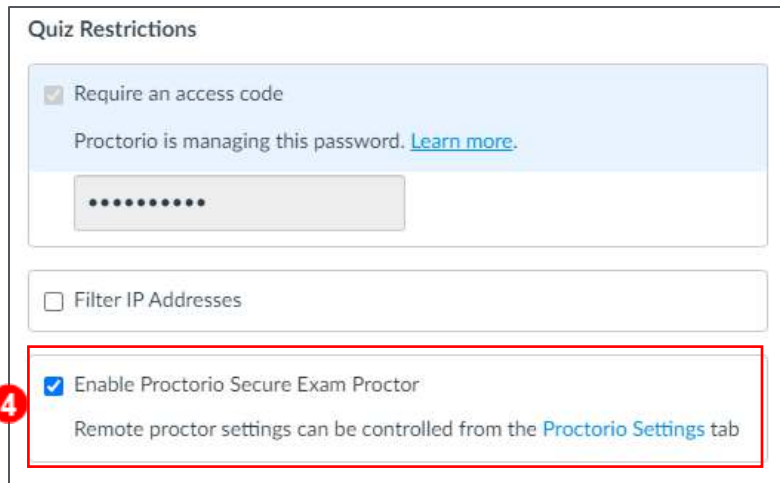
Shuffle Answers

Time Limit 95 Minutes

**NOTE:** Proctorio recommends adding 5 additional minutes to the Canvas exam settings compared to your HESI exam settings, (e.g., if your exam is 120 mins, set 125 mins in Canvas.) This helps to ensure that your students have time to load the HESI exam.

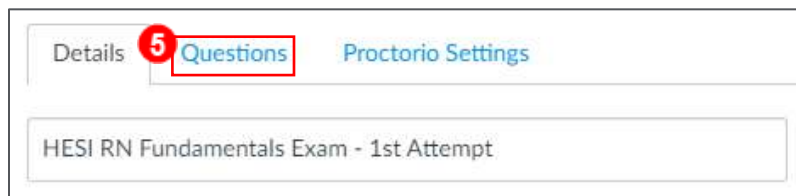
**NOTE:** You do not need to add an access code to your Canvas exam. Proctorio will manage the HESI access code for you.

4. Under Quiz Restrictions, select the box to **Enable Proctorio Secure Exam Proctor**. Once you enable Proctorio, you will see the access code automatically added.



The screenshot shows the 'Quiz Restrictions' section. The 'Require an access code' checkbox is checked, and the text below it says 'Proctorio is managing this password. [Learn more.](#)' Below that is a password field with eight dots. The 'Filter IP Addresses' checkbox is unchecked. The 'Enable Proctorio Secure Exam Proctor' checkbox is checked and highlighted with a red box and a red circle containing the number 4. Below it, the text says 'Remote proctor settings can be controlled from the [Proctorio Settings](#) tab'.

5. Next, click over to the **Questions** tab.



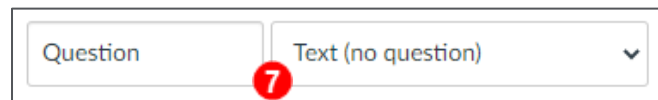
The screenshot shows the 'Questions' tab selected and highlighted with a red box and a red circle containing the number 5. Other tabs visible are 'Details' and 'Proctorio Settings'. Below the tabs is a text box containing 'HESI RN Fundamentals Exam - 1st Attempt'.

6. Click to add a **new question** in your Canvas exam.



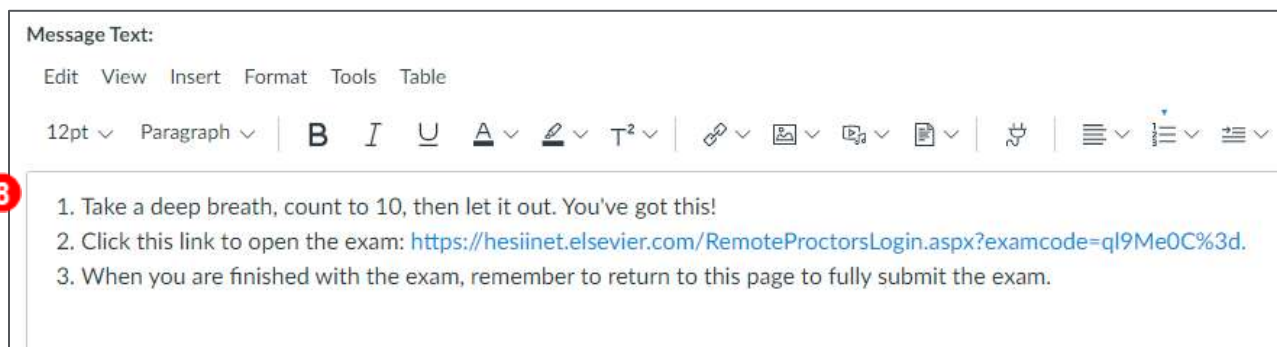
The screenshot shows a button with a plus sign and the text '+ New Question', highlighted with a red box and a red circle containing the number 6.

7. Select **Text (no question)** as the question type.



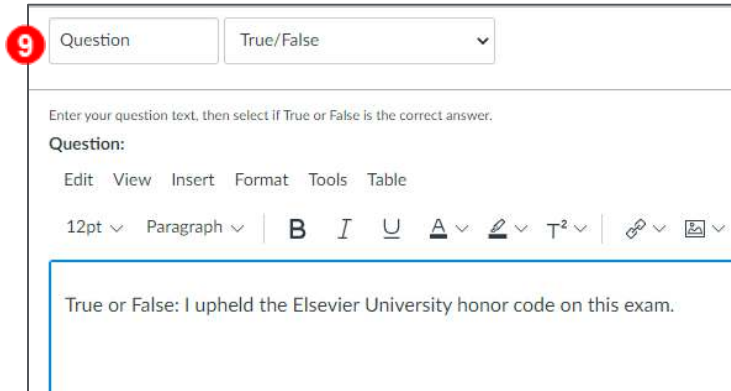
The screenshot shows a dropdown menu with 'Question' selected and 'Text (no question)' highlighted with a red box and a red circle containing the number 7. A downward arrow is visible on the right side of the dropdown.

8. In the text box, **enter any instructions you would like your students to see**. Also **enter the exam link** from HESI. This is how the students will click into the exam.



The screenshot shows the 'Message Text' editor. The text area contains three numbered instructions: '1. Take a deep breath, count to 10, then let it out. You've got this!', '2. Click this link to open the exam: <https://hesinet.elsevier.com/RemoteProctorsLogin.aspx?examcode=q19Me0C%3d>.', and '3. When you are finished with the exam, remember to return to this page to fully submit the exam.' The text area is highlighted with a red box and a red circle containing the number 8. The editor includes a toolbar with options for font size, paragraph style, bold, italic, underline, text color, background color, link, unlink, insert image, insert video, insert audio, insert code, and alignment options.

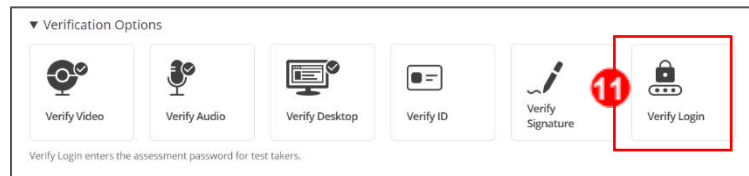
9. Students will need to click back into Canvas after completing the exam. To ensure they do so, you can **add a second question to the exam** that students will need to submit. This can be any question of your choosing. Ex. “True/False I upheld the Elsevier University honor code on this exam.”



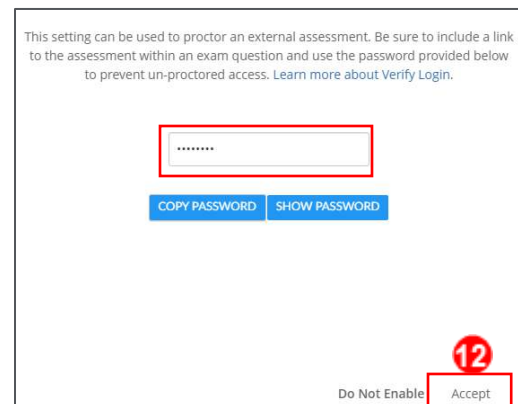
10. Next, click the **Proctorio Settings** tab.



11. Scroll down to the Verification Options and select **Verify Login**.



12. Enter the **Access code for the HESI Exam** and click **Accept**.



13. At the bottom of the screen, click **Save and Publish** to finish creating the exam in Canvas.



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END OF GUIDE

