Exam Setup in Your HESI NG Course for Proctorio Remote Proctoring

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.

4. Click the exam title in the right 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.
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.

![Diagram](image)

**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.

![Message](image)

**e.** Under your exam it will indicate that the exam link is processing.
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](image)

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.

![Quiz Title](image)

**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.

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

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

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

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.

   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://hesiinet.elsevier.com/RemoteProctorsLogin.aspx?examcode=qI9MeOC%3d](https://hesiinet.elsevier.com/RemoteProctorsLogin.aspx?examcode=qI9MeOC%3d)
   3. When you are finished with the exam, remember to return to this page to fully submit the exam.
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.”*

![Question](Image)

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**