

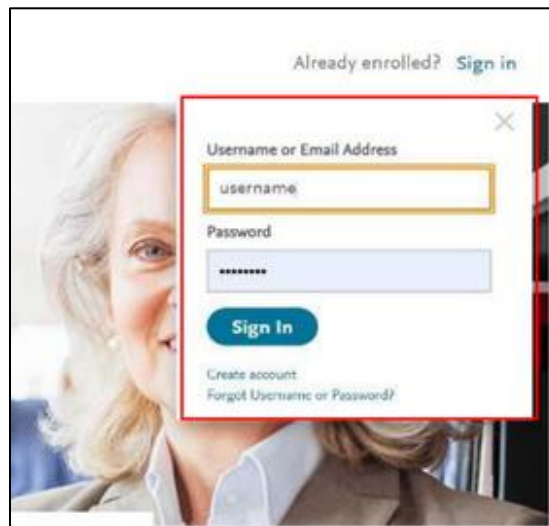
HESI NG Custom Exams - Review Process

Faculty Guide

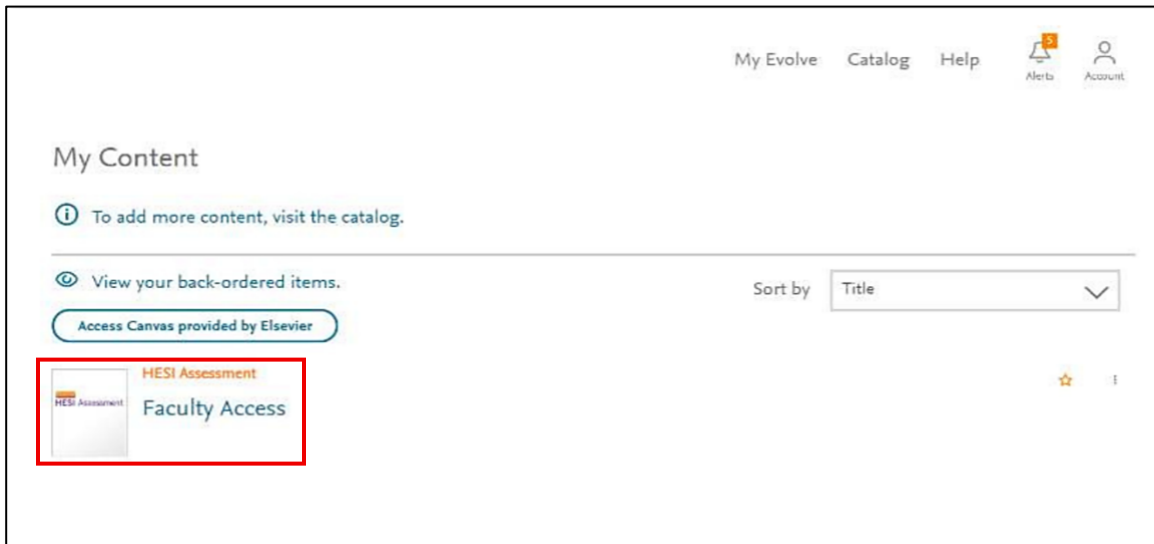
This document will provide an overview of the HESI NG Custom Exams review process. It will include the directions for both the Faculty Reviewer and Approver. Before beginning the review, please be aware of your role in the review process. Faculty Reviewers will be able to access the exam, approve or 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.

Reviewing

1. To review your HESI NG Custom Exam, start by logging into your Evolve account.



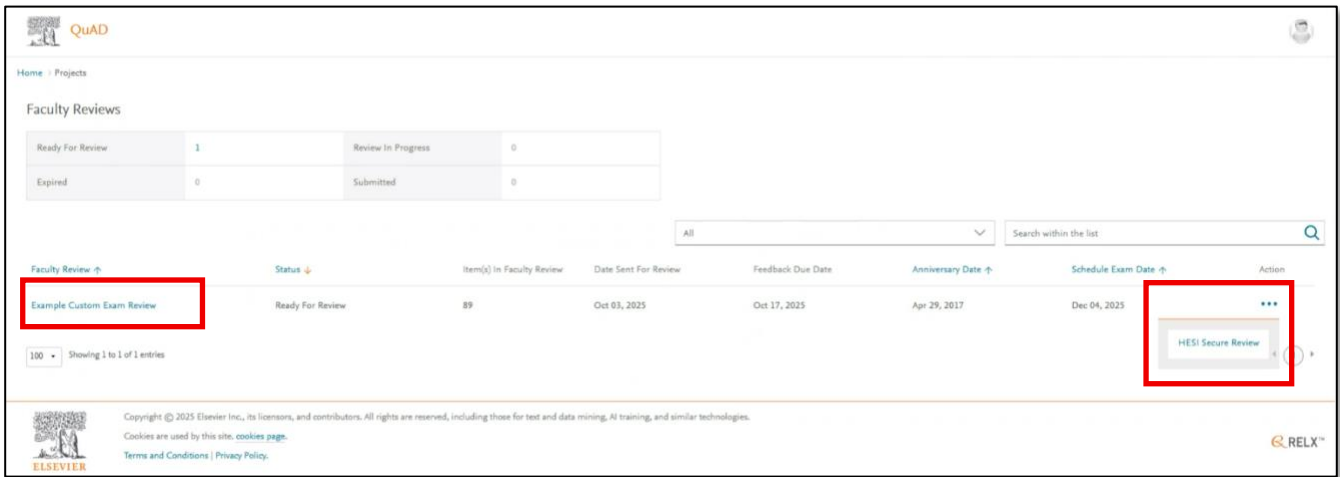
2. Click to access your HESI Faculty Access resource in My Evolve.



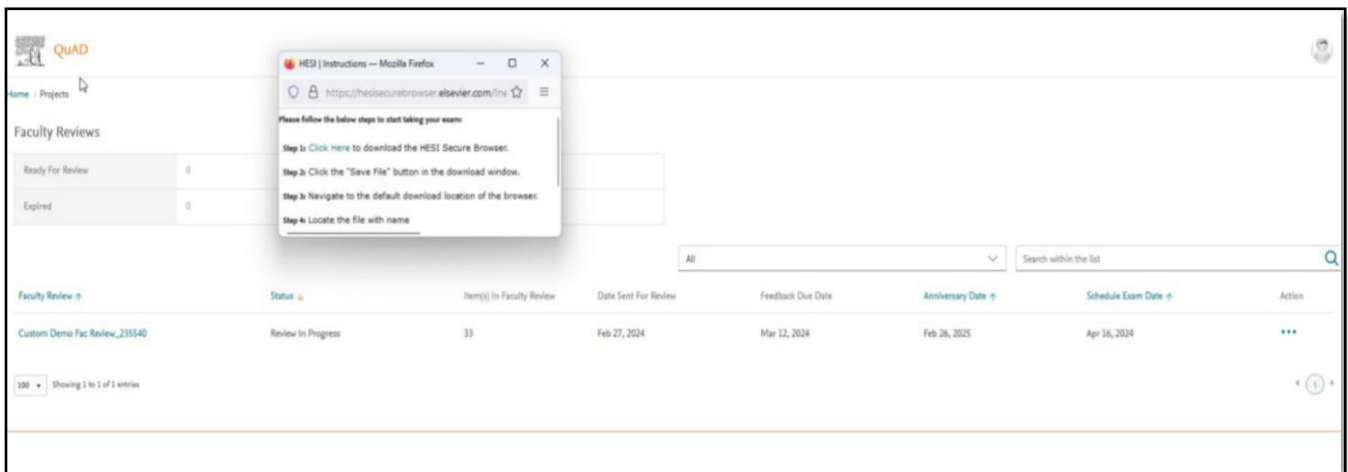
- Under the Order Management section, click Custom Exam Review.



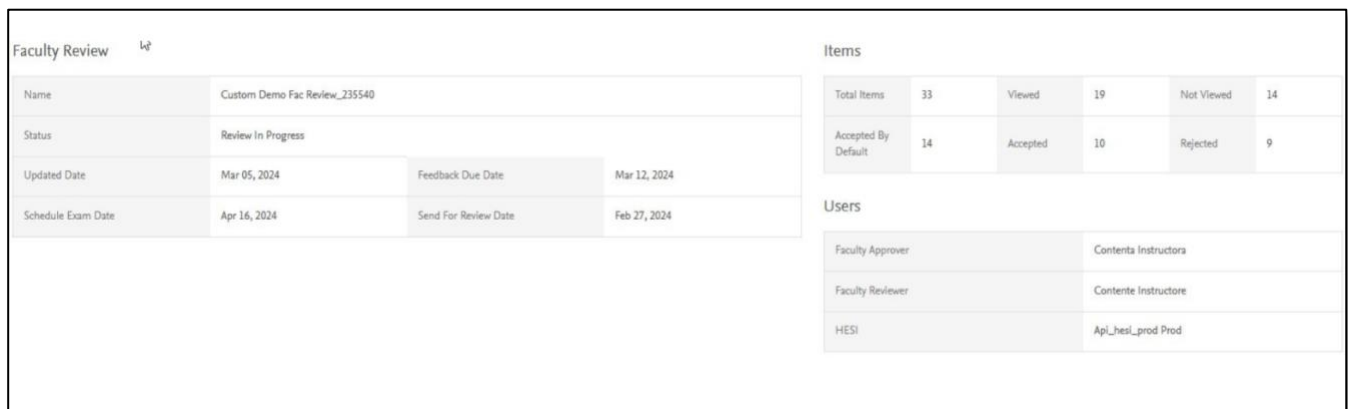
- To begin reviewing the exam, click Exam Name to view using the Elsevier Secure Browser, or the three dots from the menu to the right under the Action column to use the legacy HESI Secure Browser. Please note: if using the legacy HESI Secure Browser, this is not compatible with Mac devices.



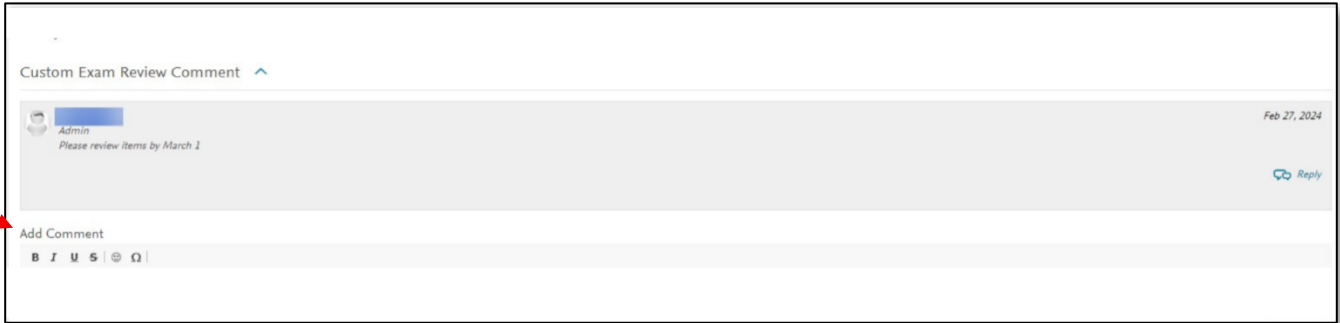
- The exam will load in the Secure Browser you have chosen to use. Please note that this environment will not allow you to copy text or take screenshots. To leave the testing environment, click Exit in the upper-right corner.



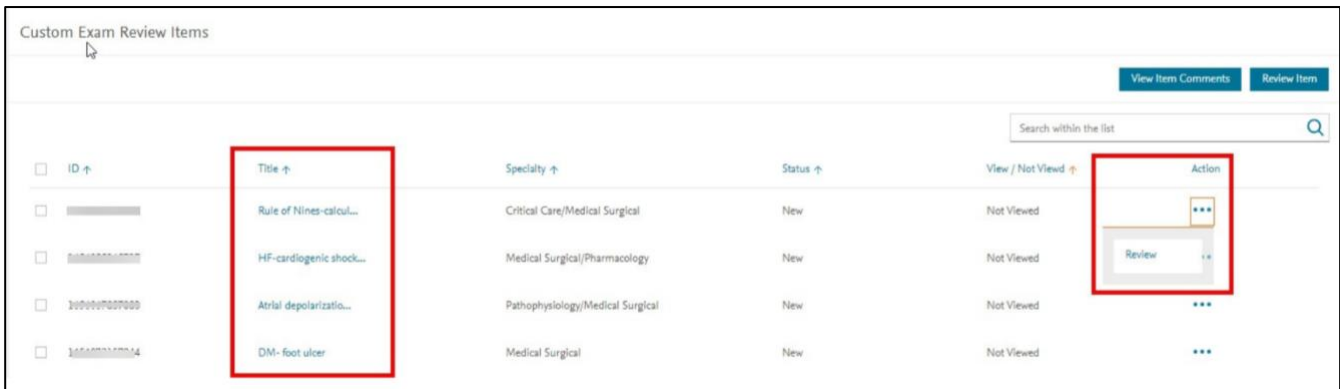
- Once the Secure Browser loads, this is what you will see:



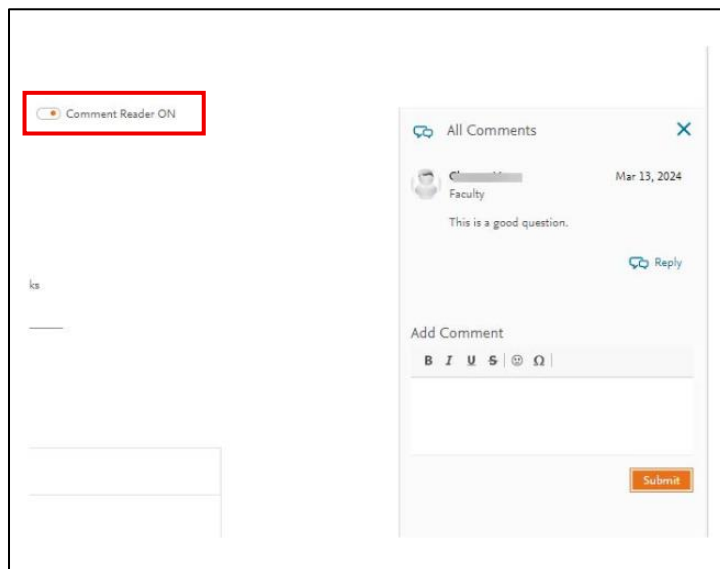
- In the middle of the page, you will have an area to enter general comments and save them.



8. Below, you will see a list of 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.
9. Click a title to view the question or click Review under Action.



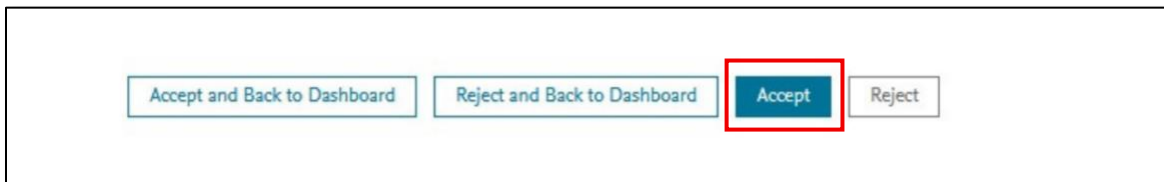
10. When the question displays, you will have access to view the full question and any answer choices. On the right, selecting Comment Reader ON, you will be able to enter any comments into the comment box. You will see other reviewers' comments.



11. Questions can be marked as **Accept**, or **Reject**, or **Accept and Back to Dashboard**.



12. Once you have reviewed the question and selected Accept or Reject, you will automatically move to the next question and will **not** be able to return to the item.

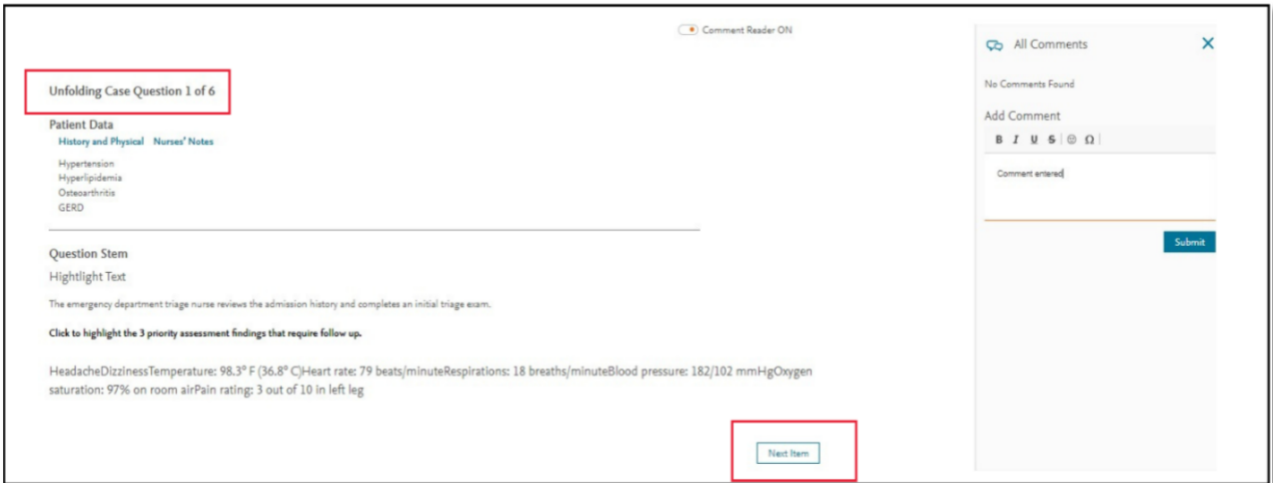


13. Questions you have viewed will be moved to the bottom of the list, and the status will be updated. Once reviewers have reviewed all questions, they can exit the exam by clicking EXIT in the upper right corner.

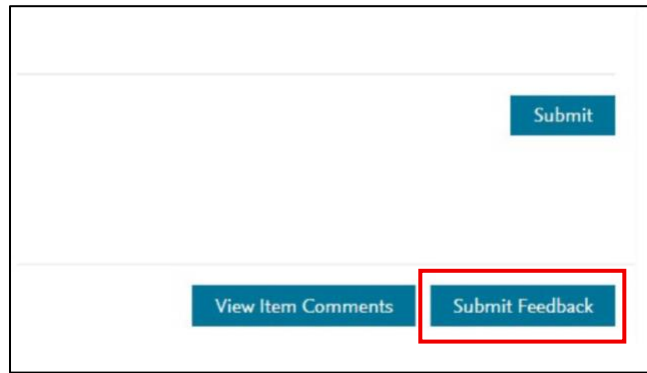
14. When the Approver has finished viewing all questions, they will click Submit Feedback.

| | | | | | |
|--------------------------|-----------|-------------------------|------------------|----------|------------|
| <input type="checkbox"/> | 646244580 | ETERO - Gram negativ... | | New | Not Viewed |
| <input type="checkbox"/> | 646244582 | Hypertension Highlig... | Medical Surgical | New | Not Viewed |
| <input type="checkbox"/> | 646244221 | Hypertension 1 | | Rejected | Viewed |
| <input type="checkbox"/> | 646244222 | Hypertension 2 | | Rejected | Viewed |
| <input type="checkbox"/> | 646244223 | Hypertension 3 | | Rejected | Viewed |
| <input type="checkbox"/> | 646244224 | Hypertension 4 | | Rejected | Viewed |
| <input type="checkbox"/> | 646244225 | Hypertension 5 | | Rejected | Viewed |
| <input type="checkbox"/> | 646244226 | Hypertension 6 | | Rejected | Viewed |

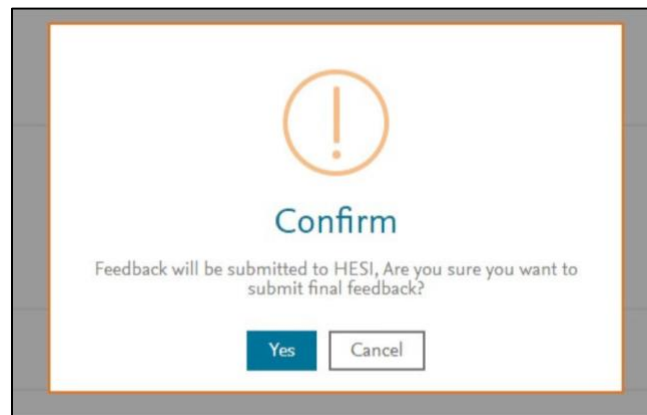
15. When viewing unfolding items, you will be presented with all 6 items to review prior to accepting and rejecting. You can only approve or reject them all.



16. Once all items are reviewed, the Approver will verify that they wish to submit the final feedback by clicking YES.



17. Click OK to complete the feedback.



18. Click **Exit** in the upper-right corner to leave the review environment.
19. The Exam review is now marked as submitted. The items are no longer visible. 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.

Training and Support

For assistance before, during, or after test day, contact Support directly in your HESI NG course via the Live Chat button. Review the linked resources for more information or additional training on the exam process.

- Contact [HESI Support](#)
- [Elsevier Secure Browser On-Demand Student Training](#)
- [Elsevier Secure Browser Student Guide](#)
- [HESI NG On-Demand Student Training](#)
- [HESI's Accessibility Policy](#)
- HESI Testing Emergency phone number available for exam day emergencies: 1-844-960-HESI (844-960-4374)