**DPT Guidelines for Remote Testing**

**Honor Code:** During this time you are held to the CPHS honor code. It is imperative

that all maintain the highest levels of integrity. Trustworthiness is a vital aspect of any

healthcare professional and we believe that any student should be trustworthy as they

are transitioning into that professional role. Do keep in mind any outside assistance on

any assessment, not only violates the honor code but jeopardizes the integrity of the

exam, dramatically impairs your ability to be successful as you progress, and hinders

your ability to be successful on licensing exams.

Any violations of the honor code and guidelines set forth for remote testing, will not be

tolerated and will result in disciplinary action.

**Specifics for upholding the honor code during remote testing include:**

**NO** testing in the same environment as a peer.

**NO** receipt of any assistance during the exam. This includes from another

person, personal study materials, textbooks, or any electronic device. Phones will

be detected by the technology. If you have an issue, such as a need to call for a

continuation code or such, please voice this to the camera and call while being

monitored. Phones should **ALWAYS** be off or on vibrate and away from your

direct area of testing.

Please be adequately clothed; these recordings are monitored by both external

and internal sources.

You may have food and drink during the exam, **IF** you have it on your testing

space before beginning the exam. If your drink has **ANY** outside labels on it, you

need to remove them and show it to the camera.

You may have one piece of scrap paper at a time, with adequate writing utensils.

You must hold the paper in front of the camera and show the front and back are

blank.

**NO** headphones, ear buds, air pods, etc. may be used during remote testing, as

it is difficult to determine whether or not they are linked to Bluetooth. These are

considered suspicious and will breach exam integrity during monitoring. You may

use earplugs **ONLY**.

The calculator feature will be enabled. It will be specified if you need to use an

external calculator.

Breaks **ARE NOT ALLOWED** during the exam unless you have a bathroom

emergency; please make sure to use the bathroom before you begin. If you do

have an emergency, mention to the camera you **MUST** be excused.

Students who receive the password early (for accommodations) must not share

the password with any other student.

**Procedures for testing online:**

Before beginning testing you **MUST** ensure you have set up your Exam ID

through the sample test you were provided. This needs to be done once before

your first remote exam. Please review the attachment regarding instructions from

ExamSoft on setting up ExamID.

Start and stop times will be provided to you, as well as the upload deadline.

Those with testing accommodations will be noted. You will receive an email 15

minutes before your scheduled test time with the password, so please write it

down before you enter Examplify. **You MUST start and stop on time; use your**

**laptop clocks for accuracy. You will want to begin the process about 15**

**min before the start time so that you have time to set up the exam**

**monitoring.**

Before entering your exam password, make sure you can see the ‘ExamID’ and

‘ExamMonitor’ tiles under exam details. Please notify the testing contact person,

Mrs. Kim East, if you **DO NOT** see them; do not proceed with the exam.

Enter the password for the exam as in previous assessments. Exam ID will

prompt you to take a picture with your webcam (it will compare to the one you set

up in the sample test). You are given 3 attempts to correctly identify. If you

exceed those attempts, please contact Mrs. Carroll for further instructions.

Once you have been correctly identified, the test monitoring process has started.

You can now begin your exam.

Once the start time begins, select continue and enter the exam as usual. **NOTE:**

**YOU MAY NOT GET UP AND LEAVE ONCE THE EXAM HAS BEGUN. THIS**

**WILL BE A BREACH FLAGGED BY THE PROCTORING SYSTEM. PLEASE**

**ENSURE YOU HAVE USED THE RESTROOM PRIOR TO BEGINNING YOUR**

**EXAM.**

There is an upload deadline set for the exam so if you do not submit by that time,

regardless of when you started, there may be a penalty.

Once you have completed your exam, even if before the upload deadline, please

submit it. Your exam will upload as usual; however, it may take a little longer due

the proctoring recording that is uploaded along with your exam file. **DO NOT**

disconnect from the Internet during this uploading process. You will receive a

report that both were uploaded in your ExamSoft dashboard. IF YOU HAVE ANY

PROBLEMS WITH UPLOAD OF YOUR EXAM, CONTACT Mrs. East.

Additionally, please make sure you have placed yourself in a testing environment that is

quiet and without distractions, for the length of your exams. We cannot accommodate

for interruptions and they will be flagged by the proctoring software. Remember, you do

need reliable Internet service to download your exam and to upload the exam file.

If you have **ANY** major difficulty during your exam (this does not mean in regards to

particular “questions” on the exam) please call Mrs. East immediately. If you have

begun the exam, the proctor will flag your recording as a breach, but Mrs. East will be

able to view the monitoring video to ensure the remainder of the exam does not contain

security breaches.

Allow “at least” 48 hours for the release of exam reports and the posting of grades.