

DPE Administration Policy
Department of Counselor Education
Goodwin College of Education
Northeastern Illinois University

Note: You will need a dependable internet connection with web cam in order to take the exam.

Integrity Statement: By taking this exam, you agree to abide by Northeastern Illinois University's Student Code of Conduct. Any academic misconduct during the exam will result in automatic failure of the exam.

A. Entering the Virtual Testing Site

1. You will need to take a picture of yourself as well as **your NEIU ID card** to verify your identity prior to starting the exam.
2. You must turn off any additional electronic devices other than laptop/desktop computer used to take the exam. Devices that should be turned off include, but are not limited to, cell phones, tablets, smart phones, and other electronic devices.
3. No displaying, answering, texting, and/or using any electronic or other device other than the computer you are using to take your exam.
4. You will be required to complete an environmental check of your exam area to show that you are not using physical documentation such as notes or books, etc. as well as additional electronic devices are not within the exam area.
5. You are expected to maintain a testing environment with little or no distractions.

B. Restricted Behaviors during Testing

1. You may not talk to or directly or indirectly communicate (e.g. email, text, chat, etc.) with other students during the test.
2. You may not use any notes, print or electronic, during the test.
3. You may not write notes on any part of your body or any method in order to share information regarding the DPE.

Consequences of Policy Violation

Students who violate **any** of the restricted behaviors could result in automatic failure of the exam as well as the possibility of being expelled from the degree program.